

ADVERT ID 261586

Secretary

Scoil Náisiúnta Mhuire, Rathpeacon N.S.

Rathpeacon Mallow Road Cork T23 F799
<https://www.rathpeaconns.com>



MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Aug 31 2026
Application Closing Date:	Fri Sep 11 2026
Commencement Date:	Mon Nov 2 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	20
Current Enrolment:	300
Droichead school:	Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Scoil Náisiúnta Mhuire, Rathpeacon is seeking a full-time secretary for 32.5 hours per week. Salary is paid by the Department of Education & Youth. Rates of pay can be found in Appendix 1 of DEY Circular 00061/2026. Leave entitlements are set out in DEY Circular Letter 0007/2024.

The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- * Dealing with parents, staff, pupils and visitors in person, by phone and/or by email in a courteous and professional manner
- * Managing correspondence with professionalism and confidentiality
- * Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Payroll
- * Maintaining school and office supplies
- * Filing and maintaining all documentation
- * Maintaining records of staff leave
- * Liaising with representatives of service providers, suppliers, school users and visitors
- * Booking courses, venues, buses etc and make necessary arrangements for school trips, school

interviews, meetings etc.

- * Operating all office machines (photocopier, laminator etc)
- * Working in close co-operation with the principal and staff
- * Carrying out other duties assigned by the principal and related to the post of school secretary
- * Co-ordinating internal communications (post, telephone messages, email etc)
- * To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to an appropriate person
- * Collating billing information to include returns to the Department of Education and liaising with the treasurer and school accountant as required

Skills/ Knowledge Required:

- * Excellent interpersonal and organisational skills
- * Excellent communication skills (both verbal and written)
- * Excellent typing/IT skills
- * Excellent attention to detail
- * The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- * Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- * Experience of operating database platforms (similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin)

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. This position is subject to a 6 month probationary period. Induction training will be facilitated.

Applications by email only to secretaryrns26@gmail.com. The names, position/role and contact numbers for at least three referees should included in your CV.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17360B

Apply To: Applications by email only to: secretaryrns26@gmail.com.

Closing date is strictly 5pm on Friday, 11th of September 2025.

County: Cork

Website: <https://www.rathpeaconns.com>

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