ADVERT ID 261725

Secretary

Scoil an Linbh Iosa (Mercy Primary)

St Francis Street Galway H91RX32
https://www.mercyprimary.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Sep 2 2026
Application Closing Date:	Mon Sep 14 2026
Commencement Date:	Mon Sep 21 2026
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	24
Current Enrolment:	265
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:
Mercy Primary is looking for an enthusiastic, flexible and diligent school secretary for a fixed term position for 35 hours per week Monday to Friday.

The ideal candidate will have:
- Strong administrative, organisational and time-management skills, with excellent attention to detail.
- Excellent IT skills, including a high level of proficiency in Microsoft Office and Google Drive, along with accurate and efficient typing skills.
- Strong interpersonal and communication skills, with the ability to communicate clearly and professionally, both verbally and in writing.
- Previous experience in general bookkeeping and financial administration, including maintaining school financial records, processing payroll and completing revenue returns is essential.
- A high level of professionalism, discretion and integrity, with a strong understanding of the importance of confidentiality, GDPR and data protection.
- The ability to work independently while also contributing positively and effectively as part of a team.
- Experience or knowledge of school administration systems, including Aladdin, Esinet, OLCS and POD, would be an advantage.

Key Duties and Responsibilities:
The successful candidate will be responsible for a range of administrative and organisational

duties, including but not limited to:
- Maintaining, updating and managing school databases, including Aladdin Connect, the Department of Education's Esinet system and the Primary Online Database (POD).
- Acting as the first point of contact for service providers, suppliers, parents, visitors and other members of the school community.
- Managing day-to-day school correspondence, including responding to telephone calls, emails and general enquiries.
- Maintaining accurate and up-to-date school records and ensuring all information is stored and managed in accordance with GDPR and data protection requirements.
- Providing general administrative support and assisting with the effective day-to-day management of the school office.
- Managing the procurement of school resources and maintaining adequate supplies of office materials and equipment.
- Carrying out any other duties that may reasonably be assigned by the Principal or Deputy Principal.

This appointment is subject to a 3 month probationary period and satisfactory Garda Vetting. The successful candidate will be required to complete Tusla Child Protection Training.

Please consult the Department of Education Circular 36/2022 for rates of pay and holidays for school secretaries.

Only short listed candidates will be contacted regarding arrangements for interview.

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
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	04515G
Apply To:	bommercyprimary@gmail.com
County:	Galway
Website:	https://www.mercyprimary.ie

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