

ADVERT ID 261725

## Secretary

### Scoil an Linbh Iosa (Mercy Primary)

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

#### MAIN DETAILS

**Status:** Active  
**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:** [bommercypriamary@gmail.com](mailto:bommercypriamary@gmail.com)  
**County:** Galway  
**Website:** <https://www.mercypriamary.ie>

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