ADVERT ID 261759

Secretary

Scoil Eoin

Baile an Chollaigh Corcaigh Ballincollig P31XW21
https://WWW.scoileoinballincollig.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:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Boys
School Patronage:	Catholic
Total No. of Teaching Staff:	25
Current Enrolment:	418
Droichead school:	Yes

POST DETAILS

Additional Information:
Scoil Eoin, Ballincollig is seeking a full-time secretary for 37 hours per week to commence on 21st September 2026.
Probation: The appointment will be subject to a 6-month probationary period.
Employer: Board of Management, Scoil Eoin.
Role Overview:
The School Secretary is a key member of the school team and is responsible for the efficient running of the school office, supporting school management, staff, pupils and parents/guardians in a professional, discreet and welcoming manner.
Duties will include, but are not limited to:
• Acting as the friendly and welcoming first point of contact for the school office.
• Managing school reception and assisting the principal and staff in managing school correspondence, communication by post, email, telephone and digital school platforms.
• Communicating effectively and professionally with parents/guardians, staff, pupils and visitors in person and by post, email, telephone and digital school platforms.
• Working in close co-operation with the Principal, Board of Management and school staff.
• Assisting the Principal with daily administrative tasks, meeting requests and scheduling events.
Financial Administration:
• Support the School Treasurer and Accountant with school financial administration, including processing payments and maintaining all financial records in line with FSSU guidelines.
• Process payroll for school ancillary staff.
• Assist with the completion of the school's Relevant Contracts Tax (RCT) requirements during maintenance and building works.
• Knowledge of VAT, RCT and payroll required.
• Competency in maintaining financial accounts is essential.
• Banking including cash and cheque lodgements.
Administration and Systems:

• Maintain and update school administrative systems, databases and filing systems to include Department of Education Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin Schools system.
• Maintain accurate records in line with General Data Protection Regulation (GDPR) and Department of Education requirements.
• General secretarial and administrative duties consistent with the role including a high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint, Google Docs, Drive, etc.) with an ability and willingness to master new applications.
• Provide administrative support to the Principal, Board of Management and staff.
• Update, manage and store school records in compliance with GDPR and all other regulatory requirements.
• Maintain effective filing systems (electronic and paper-based).
• Maintain staff records (e.g. leave, substitutes, continuing professional development, contracts, appointment forms, vetting).
• Support substitute cover and payment processes and adhere to regulatory requirements.
• Attend meetings and events as required.
Operations and Organisation:
• Order and manage office supplies.
• Liaise with service providers, suppliers, school users, visitors and external agencies.
• Assist in organising transport and logistics for school activities.
• Liaise with hall users, organise bookings of the school hall and process applications.
Compliance and Responsibilities:
• Work in line with school policies and procedures, including Child Safeguarding, GDPR, Health and Safety and Confidentiality.
• Participate in required training (e.g. Child Protection/Tusla eLearning).
• Carry out other duties appropriate to the role as assigned by the Principal and Board of Management.
This list is not exhaustive.
The appointment is subject to Garda Vetting.
The position will operate under the terms of the Department of Education Circulars. Salary is paid by the Department of Education and Youth at the first point of the scale in line with Circular Letter 0055/2025 unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a School Secretary. Applicants are advised to consult Circular Letter 0007/2024 for details regarding leave entitlements.
Please note, this role involves some duties over the school summer holidays.
Applicants should send a cover letter and CV to positionsscoileoin@gmail.com on or before the 14th September 2026. The names, position/role and contact numbers for at least three referees should be 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
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	17754W
Apply To:	positionsscoileoin@gmail.com
County:	Cork
Website:	https://WWW.scoileoinballincollig.ie

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