

ADVERT ID 261985

Secretary

Scoil Naomh Pádraig

Church Road Carndonagh F93 T935
<https://www.scoilnaomhpadraig.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Sep 8 2026
Application Closing Date: Wed Sep 23 2026
Commencement Date: Mon Oct 5 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 14
Current Enrolment: 172
Droichead school: Yes

POST DETAILS

Additional Information:

This position is for 25 hours per week, paid by Department of Education payroll.

Applicants would ideally have:

- *Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.
- *Excellent office, administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.
- *Excellent interpersonal and communication skills, including telephone manner.
- *A high level of proficiency in ICT, particularly MS office.
- *Knowledge of GDPR and Data Protection requirements.
- *Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the role.

Please see circular 0036/22 for terms and conditions of school secretaries and circular letter 0020/25 for revision of salaries information.

Please apply by email by 3:00 pm on the closing date, 23rd September.

[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: 18605K
Apply To: applicationsbns9@gmail.com
County: Donegal
Website: <https://www.scoilnaomhpadraig.ie>

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