

ADVERT ID 262173

Secretary

St Iberius NS

Davitt Road Wexford Y35 N970

<https://www.stiberiusns.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Sep 14 2026
Application Closing Date:	Thu Sep 24 2026
Commencement Date:	Mon Nov 2 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:	Church of Ireland
Total No. of Teaching Staff:	10
Current Enrolment:	104
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:

****St Iberius National School, Wexford**** is seeking a ****School Secretary** for 22.5 hours per week**, Monday to Friday, ****8:30am–1:00pm****.

Salary is paid by the Department of Education & Youth in accordance with the relevant Department circulars.

The successful candidate will be a key member of our school community and will manage the school office in a welcoming, professional, efficient and confidential manner.

****Key duties include:****

- * Coordination of Before School
- * General school administration and correspondence.
- * Dealing with parents, pupils, staff and visitors in a friendly and professional manner.
- * Maintaining school records and systems, including ****Aladdin, OLCS and POD****.
- * Managing emails, phone calls, filing and school documentation.
- * Maintaining staff leave records and office supplies.
- * Liaising with suppliers, service providers and relevant agencies.
- * Assisting with Department returns and general financial administration.
- * Supporting the Principal and staff with the day-to-day administration of the school.

****The successful candidate should have:****

- * Excellent organisational, communication and interpersonal skills.
- * Strong IT and administrative skills.
- * Excellent attention to detail.
- * The ability to work independently and use initiative.
- * A high level of discretion and confidentiality, with an understanding of GDPR.
- * Previous administrative experience; experience with school systems such as Aladdin, OLCS and POD would be an advantage.

The appointment is subject to ****Garda Vetting**** and relevant Child Safeguarding requirements. A ****six-month probationary period**** will apply.

[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:	18824W
Apply To:	Applications by Email only to jobapplications@stiberiusns.ie
	Applications to be received by 5pm on Thursday 24th of September.
County:	Wexford
Website:	https://www.stiberiusns.ie
Further Information:	https://www.stiberiusns.ie

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