

ADVERT ID 262974

Secretary

Scoil Íosa

Campus 1 Castle Road, Oranmore Campus 2 Maree Road, Oranmore Oranmore Oranmore Campus 1 - H91F9T8
<https://www.scoiliosaoranmore.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sun Oct 4 2026
Application Closing Date: Tue Oct 13 2026
Commencement Date: Mon Nov 2 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
Total No. of Teaching Staff: 51
Current Enrolment: 750
Droichead school: Yes

POST DETAILS

Additional Information:

Scoil Íosa Oranmore Board of Management are looking to recruit a School Secretary.

Contract Details

Contract: Fixed Term

Hours: 29.25 hours per week

The position will operate under the terms of Department of Education Circulars 03/2011, 07/2024 and 10/2026. Salary is paid at the first point of the scale unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a school secretary, in line with Circular Letter 0055/2025. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake the TUSLA Children's First Elearning Programme online. This position is subject to a 6 month probationary period.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

Duties and Responsibilities

General secretarial and administrative duties consistent with the role of School Secretary are as follows:

- ? Working in close co-operation with Principal and Deputy Principal, BOM and School Staff.
- ? Organising, maintaining and updating school databases and filing systems to include: Aladdin, OLCS and POD.
- ? Financial administration including processing payroll for school ancillary staff.
- ? Managing school correspondence.
- ? Maintenance and filing of all documentation.

? Maintaining records of leave, CPD and contracts.
? Liaising with representatives of service providers, suppliers, school users and visitors.
? Assisting the Principal, Deputy Principal with daily administrative tasks, meeting requests and scheduling events.
? To be aware of and comply with school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person.

Skills and Knowledge Required

? Excellent interpersonal and organisational skills.
? IT skills
? Willingness to upskill and engage in ongoing professional development.
? Ability to maintain confidentiality in all areas of work.
? Ability to work independently and as part of a team.
? Flexibility in the varied demands of the job.
? Ability to prioritise, multitask and work to strict deadlines.

Application Requirements

? Letter of Application
? Referees (name, role, contact no.)
? CV (Digital)

Please include "Secretary Application" in the subject line of the application.

Apply to: recruitment@scoiliosaoranmore.ie

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APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20584R
Apply To:	Email chairperson at recruitment@scoiliosaoranmore.ie
County:	Galway
Website:	https://www.scoiliosaoranmore.ie
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