

ADVERT ID 263023

Secretary

St Aidans PS

Convent Rd Enniscorthy Y21WD30
<https://www.staidansps.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Oct 6 2026
Application Closing Date: Tue Oct 13 2026
Commencement Date: Thu Nov 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 1
Total No. of Teaching Staff: 77
Current Enrolment: 870
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:

The Board of Management of St Aidan's Parish School Enniscorthy is seeking a secretary to work in a Part-time position 14 hours per week to be worked each Thursday & Friday in the school office.

This key role at the heart

of our school demands a high level of professionalism, flexibility and initiative working alongside school

management to ensure the smooth running of the school.

The entry level for this role is on the first point of the scale unless the candidate has previous work experience as

a school secretary. Please consult the Department of Education Circular 61/2026 for rates of pay and holidays

for school secretaries The position is subject to compulsory Garda Vetting and a 6-month probationary period.

This is an on-site role however there may be provision for Working from Home during school Holidays.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. POD, OLCS, Aladdin)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, providing clerical and administrative support to Principal,

Deputy Principal and staff as required

- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.

- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- Excellent book-keeping skills, including proficiency in Thesaurus, The Big Red Cloud and willingness to upskill as needed.
- IT skills, including proficiency in G Suite and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.
- Ability to use own initiative, to work independently and as part of a team.
- Planning and organisational skills.
- Ability to work closely with Principal, Board of Management, Parents Association and staff.
- Flexibility in the varied demands of the job and the ability to show initiative when required.
- Experience of working in a busy office environment.
- Relates well to children.
- Positive outlook and willingness to contribute to overall school development.
- Commitment to uphold the ethos of the school.

The above job description is not exhaustive.

Please send letter of application and Curriculum Vitae, with contact details for 3 referees, by email to

principal@staidansps.ie

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Only shortlisted candidates will be contacted via email with interview details.

The successful candidate will be required to undergo occupational health screening with Medmark and Túsla

Child Safeguarding training.

[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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20003R
Apply To:	Convent Rd Enniscorthy Y21WD30 principal@staidansps.ie
County:	Wexford
Website:	https://www.staidansps.ie

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