

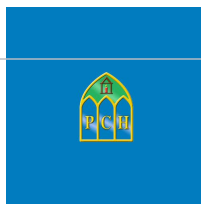
ADVERT ID 263087

Secretary / Administrator

Presentation College, Headford

Church road, Headford H91D516

<https://www.presheadford.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Oct 7 2026
Application Closing Date: Mon Oct 19 2026
Commencement Date: Mon Nov 2 2026
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 856
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Presentation College Headford invites applications from suitably qualified candidates for the part-time position of School Secretary/Administrator.

The successful candidate will be expected to provide a professional, efficient, confidential and welcoming administrative service to students, parents/guardians, staff, management, visitors and the wider school community.

Key Duties and Responsibilities

The duties associated with the position will include:

- Managing the day-to-day administration of the school office and providing a professional reception service.
- Providing administrative and secretarial support to the Principal and Deputy Principal(s).
- Managing telephone, email and written correspondence and responding appropriately to enquiries.
- Maintaining accurate student, staff and school records.
- Assisting with student admissions, enrolment, transfers and attendance administration.
- Operating relevant school and Department administrative systems, including TYRO, PPOD, OLCS and Esinet, as required.
- Assisting with Department of Education and Youth returns and other statutory and administrative requirements.
- Providing administrative support in relation to staff appointments, absences, leave and substitute personnel.
- Assisting with financial administration, including invoices, purchase orders, payments, receipts and maintenance of appropriate financial records.
- Liaising with suppliers, contractors, service providers and external agencies.
- Assisting with the organisation and administration of meetings, interviews, school events and other activities.
- Maintaining effective electronic and paper filing and records-management systems.
- Providing administrative support to the Board of Management where required.

- Handling confidential and sensitive information relating to students, parents/guardians, staff and school business with the highest level of discretion.
- Complying with GDPR, data protection requirements, child safeguarding procedures and relevant school policies.
- Undertaking other reasonable administrative and secretarial duties appropriate to the position as may be assigned by the Principal and/or Board of Management.

Essential Skills and Competencies

Candidates should demonstrate:

- Excellent administrative and organisational skills.
- Strong written and verbal communication skills.
- Excellent interpersonal skills and the ability to communicate professionally with students, parents/guardians, staff and visitors.
- A high level of ICT proficiency,
- Excellent attention to detail and accuracy.
- The ability to manage and prioritise a varied workload and meet deadlines.
- The ability to work effectively on their own initiative and as part of a team.
- A high level of professionalism, discretion and confidentiality.
- The ability to work collaboratively with the Principal, Deputy Principal(s), staff and Board of Management.
- Flexibility and a willingness to respond to the changing administrative requirements of a busy secondary school.

Desirable Experience

The following would be advantageous:

- Previous experience in a school, educational or similar administrative environment.
- Previous experience as a School Secretary/Administrator.
- Familiarity with VShare, PPOD, OLCS and Esinet.
- Experience of financial administration, invoicing, purchasing and maintaining financial records.
- Experience of GDPR, records management and handling confidential information.
- Experience of working in a busy office environment involving interaction with a wide range of stakeholders.
- Previous experience of school administrative systems is desirable but not essential. Appropriate induction and training may be provided to the successful candidate.

Terms and Conditions

The appointment is to a part-time position of 30 hours per week.

Salary and conditions of employment will be in accordance with the applicable Department of Education and Youth arrangements and circulars governing Department-paid School Secretaries in voluntary secondary schools.

The appointment will be subject to satisfactory references, Garda Vetting and all other relevant statutory and Department requirements.

The successful candidate will be required to hold a valid Statutory Declaration and complete the appropriate Form of Undertaking prior to appointment, where applicable.

A probationary period will apply in accordance with the Contract of Employment and applicable terms and conditions.

The duties outlined above are indicative of the principal responsibilities associated with the position and are not exhaustive. A comprehensive Schedule of Duties and Responsibilities will form part of the successful candidate's Contract of Employment.

[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: 63040Q
Apply To: Church road,
Headford
H91D516
pchrecruitment@presheadford.ie
County: Galway
Website: <https://www.presheadford.ie>
Further Information: <https://www.presheadford.ie>

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