ADVERT ID 263325

Secretary

St Martin's Special School

St Johns Villas Lower Grange Waterford X91 WPC0

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Oct 16 2026
Application Closing Date:	Fri Oct 23 2026
Commencement Date:	Mon Nov 9 2026
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	16
Current Enrolment:	101
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of St. Martin's Special School is seeking a part-time Secretary. This is a part-time position of 20 hours per week to cover maternity leave.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. 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.

The position is subject to a 1-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The School Secretary will be an integral part of the school community, working closely with the School Principal, Deputy Principal and full time School Secretary and will manage the school office in a welcoming, professional and discreet manner.

Essential Personal Qualities would include:
*Excellent interpersonal skills.
*Ability to work on own initiative and also to work as part of a team.
*Ability to multitask, prioritise, work under pressure and achieve deadlines.
*Reliability, trustworthiness and strict adherence to confidentiality.
*Flexible and adaptable to the needs of the school.
*Proactive in identifying improvements to ensure smooth systems and procedures.
*Positive outlook.
*Excellent ICT skills.

Responsibilities include but are not limited to:
*General secretarial duties consistent with the role of School Secretary.
*Carrying out administrative duties assigned by the Principal, Deputy Principal and/or Full time

School Secretary.
*Communicate with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
*Organising, maintaining and updating school databases and filing systems including Aladdin & Online Claims System (OLCS).
*Managing school correspondence with professionalism and confidentiality.
*Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.).
*Maintenance and filing of all documentation.
*Liaising with representative of service providers, suppliers and visitors.
*Coordination of internal communication (post, telephone messages, email etc.).
*To be aware of and comply with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.
*Other duties as allocated by the Principal.

Please include the following:
*Letter of application detailing your suitability for the job.
*CV including up-to-date referees with contact details.

The successful candidate will be required to undergo compulsory Garda Vetting and Túsla Child Safeguarding training.
Shortlisted candidates for interview will be contacted by email.

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:	19108B
Apply To:	St Johns Villas Lower Grange Waterford X91 WPC0 office@stmartinssps.ie
County:	Waterford

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