ADVERT ID 263408

Secretary

Fionntain Naofa

Shanahoe Abbeyleix Co.Laois R32F899
https://www.shanahoens.net

SEANCHUA

S.N. FIONNTÁIN NAOFA

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Oct 20 2026
Application Closing Date:	Tue Oct 27 2026
Commencement Date:	Mon Nov 23 2026
Status of Post:	Permanent
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:	5
Current Enrolment:	60
Droichead school:	Yes

POST DETAILS

Additional Information:
School Secretary – Position Vacancy
Permanent Part-time Position

The Board of Management of Scoil Fionntáin Naofa, Shanahoe, Abbeyleix, Co. Laois (Uimhir Rolla: 17489G) invites applications for the position of School Secretary (Permanent Part-time) under the terms of Circular 36/2022 from the Department of Education & Youth.

The ideal candidate for the position would have:
1. Secretarial experience working in a busy office environment or school.
2. Excellent interpersonal skills, including oral and written communication skills.
3. Excellent organisational and administrative skills and a strong willingness to upskill accordingly, if necessary.
4. A high level of proficiency in I.C.T. and in programmes such as Microsoft Office i.e. Microsoft Word and Excel, and a strong commitment and willingness to upskilling with regard to school-based systems such as Aladdin Schools and Esinet.
5. A high level of competency in managing financial matters to include:
Payroll for the school cleaner and bus escorts;
Revenue Returns;
Compilation of annual budgets in concert with the Principal and Treasurer of the Board of Management;
Online banking;
Compilation of monthly financial reports in line with Financial Support Services Unit (FSSU) requirements;
Raising of Purchase Orders;
Tendering/Procurement for the Free Schoolbooks Scheme and Free Lunches Scheme on an annual basis;

Position Details

Permanent Part-time Position
15 hours per week: 3 hours per day, 5 days per week.

Reporting
The school secretary will work under the guidance and direction of the school Principal who is responsible for the day to day management of the school.

Professionalism
High levels of professionalism, accountability and confidentiality are imperative in/for this role.

Application requirements:

Letter of Application;
Curriculum Vitae;
Names and contact details (including mobile telephone numbers) for two professional referees must be provided.

How to Apply

Apply by email only to F.A.O Mr. Micheál Delaney (Chairperson of the Board of Management) at shanahoeschoolrecruitment@gmail.com

Closing Date: 5p.m. on Tuesday, 27th October 2026.

Commencement Date (Provisional): Monday, 23rd November 2026, subject to Garda Vetting being in place.

Appointment is subject to Garda Vetting clearance and satisfactory reference checks.

Further details about the school can be found at www.shanahoens.net

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:	17489G
Apply To:	Shanahoe Abbeyleix Co.Laois R32F899 principalshanahoens@gmail.com
County:	Laois
Website:	https://www.shanahoens.net
Further Information:	https://www.shanahoens.net

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