ADVERT ID 263893

Secretary

Scoil Mhic Diarmada

Glenfarne Road Kiltyclogher F91 NF72

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Nov 5 2026
Application Closing Date:	Thu Nov 19 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	2
Current Enrolment:	12
Droichead school:	No

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:
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The Board of Management of Scoil Mhic Diarmada, Kiltyclogher invites applications for the position of school secretary. The position is for 10.5 hours per week, salary and annual leave in with Department of Education arrangements for school secretaries.
A school secretary is an integral part of the school community managing the school office in a welcoming, professional and discreet manner.

The ideal candidate would have
• Relevant qualifications and/or experience in a similar setting
• High level of proficiency in ICT
• Excellent administrative and organisational skills; a knowledge and understating of GDPR, good record keeping and complying with Department of Education guidelines
• Familiarity of working with online data bases such as P.O.D., OLCS and Aladdin
• Competency in maintaining financial records, online payment systems and ability to work as part of a team
• Capacity to plan and work efficiently on own initiative and as part of a team.

Shortlisting will apply and those shortlisted will be called for interview.
The appointment is subject to Garda vetting, completion of Medmark medical clearance and the candidate will be required to undertake the TULSA Child Protection Training.

To apply please send letter of application, curriculum vitae and references to
Chairperson, Scoil Mhic Diarmada, Kiltyclogher, Co. Leitrim F91 NF72

Closing Date: Thursday, 19th November at 3pm.

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	18589P
Apply To:	Glenfarne Road Kiltyclogher F91 NF72
County:	Leitrim

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