



Primary School Secretary (Part-Time)

Knockanes National School
Headford, Killarney, Co. Kerry, V93 HX80

Knockanes National School invites applications for the position of **Part-Time School Secretary (13 hours per week)**. This is a morning position in a busy and welcoming primary school office, providing essential administrative support to the Principal, staff, pupils, parents, and wider school community.

The successful candidate will be highly organised, efficient, and personable, with excellent communication and administrative skills. They will be responsible for ensuring the smooth day-to-day operation of the school office and acting as the first point of contact for visitors and enquiries.

Key Responsibilities

- Managing the daily administration of the school office.
- Answering telephone calls, emails, and general correspondence.
- Welcoming visitors, parents, and pupils to the school.
- Maintaining school records and databases.
- Assisting with financial administration, record keeping, and invoicing.
- Supporting the Principal and staff with administrative duties.
- Preparing and distributing school communications.
- Ensuring confidentiality and compliance with school procedures.

Essential Skills and Qualities

- Excellent organisational and administrative abilities.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office and general IT systems.
- Ability to work independently and manage multiple tasks in a busy office environment.
- High level of discretion and confidentiality.
- Friendly, professional, and flexible approach to work.

Desirable Experience

- Previous secretarial, administrative, or office experience.
- Experience working in a school or educational setting.
- Familiarity with school administration systems.

Application Process

Interested candidates should submit a **letter of application** and **current Curriculum Vitae** to:

The Chairperson

Knockanes National School
Headford
Killarney
Co. Kerry
V93 HX80

Please mark envelope: Secretary Application

Closing Date: Fri, 3rd July.

Shortlisting may apply. Canvassing will disqualify. Knockanes National School is an equal opportunities employer.