

ADVERT ID 229019

## Secretary / Administrator

---

### marist college

Retreat Road Athlone Co. Westmeath Athlone  
<https://www.maristathlone.net>

---

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Fri Jan 10 2025 12:52:44  
**Application Closing Date:** Fri Jan 31 2025  
**Commencement Date:** Mon Mar 3 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37.5

---

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 530

---

#### POST DETAILS

**Additional Information:**

Marist College Athlone invites applications for the position of School Secretary. This is a permanent position.  
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA and Child Protection Training. This position is subject to a 6 month probationary period. Previous experience in a school setting is desirable  
Applications by email only.  
Those shortlisted for interview will be contacted by email.  
Send CV and letter of application to [principal@maristathlone.net](mailto:principal@maristathlone.net)

#### 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:** 63190M  
**Apply To:** Retreat Road  
Athlone  
Co. Westmeath  
Athlone  
**County:** Westmeath  
**Enquiries To:** [principal@maristathlone.net](mailto:principal@maristathlone.net)  
**Website:** <https://www.maristathlone.net>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.