

ADVERT ID 234307

Secretary

St Marks Special School

Station Road Piercetown Newbridge N/A
<https://www.stmarksnewbridge.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 13 2025
Application Closing Date: Thu May 29 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Other
Total No. of Teaching Staff: 14
Current Enrolment: 95
Droichead school: Yes

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:

St Marks is a Special School for students with Mild General Learning Difficulties. We are looking to recruit a part time secretary for 22 hours a week for 44 weeks of the year. Payment of this will however be spread across 52 weeks of the year in accordance with the Department of Education circular 0036/22.

Please see circular 0036/22 for terms and conditions of school secretaries and also circular letter 0020/25 for revision of salaries information.

Competency in IT, along with excellent communication skills are most desirable.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19455W
Apply To: Chairperson to the Board of Management
County: Kildare
Enquiries To: vacancies@stmarksnewbridge.com
Website: <https://www.stmarksnewbridge.com>

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