

ADVERT ID 234361

Secretary

Donard NS

Barrack Street Donard W91TW42
<https://donardnswicklow.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 13 2025
Application Closing Date: Tue May 27 2025
Commencement Date: Mon Sep 1 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 9
Current Enrolment: 181
Droichead school: Yes

POST DETAILS

Additional Information:

Position Details:

- Hours: 6 hours per week
- Day: Mondays only (8:50am – 2:50pm)
- Contract: Specific Purpose Contract subject to the job-share arrangement (one day per week).
The current secretary will work Tuesday to Friday.

Role Summary:

The successful candidate will work as part of a job-share team and will be responsible for providing high-quality administrative support to the school community. This includes managing correspondence, maintaining school records, and assisting the principal with daily administrative tasks.

Key Requirements:

- Excellent interpersonal and communication skills
- Proficiency in Microsoft Office and general IT systems
- Ability to work independently and with discretion
- Previous secretarial or office experience (preferably in a school setting)
- Garda vetting is required for the successful candidate

Application Process:

Please send a cover letter and CV (including a list of referees) by email to donardappointments@gmail.com

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: 17920N
Apply To: Barrack Street
Donard
W91TW42
County: Wicklow
Enquiries To: donardappointments@gmail.com
Website: <https://donardnswicklow.ie>
Further Information: <https://donardnswicklow.ie>

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