

ADVERT ID 234540

Secretary / Administrator

Sligo Grammar School

Mr Michael Hall Sligo Grammar School The Mall Sligo F91 YW68
<https://www.sligoграмmarschool.org>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu May 15 2025
Application Closing Date: Tue May 27 2025
Commencement Date: Tue Jun 3 2025
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 503
Droichead school: Yes

POST DETAILS

Additional Information:

Carers Leave. The position is initially for 3 days per week with potential progression to 5 days per week. Salary negotiable with the successful candidate. Application form and job specification on the school website. The attached Application Form must be completed in type (Times New Roman, Font 12) with application. Sligo Grammar School is an equal opportunities employer.

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 (Unbound/Slide Binder)
- External Application Form

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 65190W
Apply To: Mr Michael Hall
Sligo Grammar School
The Mall
Sligo
F91 YW68
County: Sligo
Enquiries To: admin@sligogrammarschool.org
Website: <https://www.sligogrammarschool.org>
Application Form: [Application Form Administrator.pdf](#)

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