

ADVERT ID 244609

## Secretary

### Highpark N.S.

Dromard Sligo F91YT97  
<http://highparkns.scoilnet.ie>

#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Sep 15 2025
Application Closing Date:	Mon Sep 29 2025
Commencement Date:	Mon Oct 20 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:	5
Current Enrolment:	95
Droichead school:	No

#### POST DETAILS

**Additional Information:**

Part time Role for Secretary in High Park National School, Skreen, Co Sligo - administrative, accounts and

general office experience required. This on-site role is currently for 12 hours per week.

Application Deadline: Monday 29th September 2025

Candidates should submit a Curriculum Vitae (CV) , including contact details of referees by email to [secretaryhighparkposts25@gmail.com](mailto:secretaryhighparkposts25@gmail.com) with copies of relevant qualifications.

The successful candidate will be required to be vetted in accordance with the vetting legislation.

#### 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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 18715R  
**Apply To:** High Park NS  
Dromard  
Co. Sligo  
F91 YT97  
**County:** Sligo  
**Enquiries To:** [secretaryhighparkposts25@gmail.com](mailto:secretaryhighparkposts25@gmail.com)  
**Website:** <http://highparkns.scoilnet.ie>

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