

ADVERT ID 246031

Secretary / Administrator

Presentation Secondary School, Milltown

Milltown Milltown

https://www.presmilltown.ie

MAIN DETAILS

Status:ActiveLevel:Post PrimaryDate Posted:Fri Oct 24 2025Application Closing Date:Fri Nov 7 2025Commencement Date:Mon Jan 5 2026Status of Post:Permanent

Number of Vacancies: 1 Number of hours per week: 37

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational

Current Enrolment: 601

Droichead school: Yes

POST DETAILS

Additional Information:

- Please include x 4 copies of CV & Cover Letter (stapled, not bound)
- Applications by POST only please.
- Mark "APPLICATION" in top left corner of envelope.
- Shortlisting may apply.

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 (Unbound/Slide Binder)

Applications may be submitted by

Post



APPLY TO THIS JOB VACANCY

Roll Number: 61410N

Apply To: The Principal,

Presentation Secondary School,

Milltown, Co. Kerry.

V93 DV79

Please mark "APPLICATION" in top left corner of envelope.

County: Kerry

 Enquiries To:
 office@presmilltown.ie

 Website:
 https://www.presmilltown.ie

 Further Information:
 https://www.presmilltown.ie

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