

ADVERT ID 247088

## Secretary / Administrator

### LORETO COLLEGE

Rivervalley Swords Co Dublin Swords K67Y319  
<https://www.loretoswords.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Dec 2 2025  
**Application Closing Date:** Fri Dec 12 2025  
**Commencement Date:** Fri Jan 2 2026  
**Status of Post:** Fixed Purpose  
**Number of Vacancies:** 1  
**Number of hours per week:** 20

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Girls  
**Current Enrolment:** 630  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

The Board of Management of Loreto College School has a vacancy for a temporary part-time Clerical Officer to cover for a sick leave - the vacancy is to the end of January subject to return to staff member from sick leave. This position will be as a privately paid Secretary for 20 hrs per week, Monday to Friday 9 to 1 p.m. each day.

Applicants must have previous experience in an administrative position and should have reception skills dealing with both students, staff and parents. Strong IT skills, particularly MS Word, Excel and Outlook are required.

Applicants must also be well organised with excellent interpersonal skills.

Shortlisting may apply.

Garda vetting will apply in respect of this position.

The salary scale for the position is aligned with School Secretary Pay Scale which is set out in Appendix 1 of Circular 36/2022 from the Dept of Education and Skills.

#### 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

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60810B  
**Apply To:** Rivervalley  
Swords  
Co Dublin  
Swords  
K67Y319  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [office@loretoswords.ie](mailto:office@loretoswords.ie)  
**Website:** <https://www.loretoswords.ie>

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