

ADVERT ID 248030

General

St. Augustine's School

Sexton Street Limerick V94 X339

MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Wed Jan 28 2026
Application Closing Date: Fri Feb 13 2026
Commencement Date: Mon Mar 2 2026
Status of Post: Part-Time
Number of Vacancies: 1

POST DETAILS

Title:
Secretary

Description:
We are seeking an organised, friendly, flexible, and efficient secretary to join our school. The role is ideal for someone who enjoys working in a dynamic school environment and can confidently manage a variety of administrative tasks.

Key Requirements:

1. Excellent communication skills
2. Able to multitask in a fast-paced setting
3. Professional welcoming manner
4. Strong proficiency in IT
5. Background in the use of accounting packages and familiarity with school administration systems.
6. Updating, managing, and storing school records in compliance with GDPR

Additional Information:

The successful candidate will report to the principal and will manage the school office in a welcoming, professional, and discreet manner.

The successful candidate will uphold and respect the school ethos at all times.

The appointment is subject to Garda Vetting.

The successful candidate will be required to undertake TUSLA child protection training and GDPR training.

The position will be subject to the terms of DEY circulars, salary revisions, and annual leave arrangements for school secretaries.

This position is subject to a six-month probationary period.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.

APPLICATION REQUIREMENTS

- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19587Q
Apply To: Chairperson,
St Augustine's School
Sexton Street
Limerick
V94 X339
County: Limerick
Enquiries To: info@staugustinesyep.com

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