

ADVERT ID 252592

## Secretary / Administrator

### St Mary's CBS

Borris Road Portlaoise R32 C923  
<https://www.portlaoisecbs.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Mon May 18 2026  
**Application Closing Date:** Tue Jun 2 2026  
**Commencement Date:** Tue Aug 4 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Boys  
**Current Enrolment:** 860  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

St Marys CBS Portlaoise seeks applications from suitably qualified and experienced applicants for the following post beginning on August 4th 2026, subject to the approval of the Department of Education and Skills and subject to compliance with and satisfactory outcome of the national vetting procedures: Secretary/Clerical Officer Grade 3.

The suitable candidate must be competent with relevant experience. Proficient in MS Office and in office-related IT skills including data management, GDPR procedures. Confidentiality and excellent attention to detail are important. Knowledge of DES administrative systems is desirable; example - OLCS, Tyro and PPOD. Candidates MUST have knowledge/experience of payroll, taxation, Revenue, RCT, VAT and procurement procedures.

Application forms are available on this advertisement or can be obtained by emailing [applications@portlaoisecbs.com](mailto:applications@portlaoisecbs.com)

A completed application form, FAO: Secretary B.O.M., should reach the same email as above, [applications@portlaoisecbs.com](mailto:applications@portlaoisecbs.com) by Tuesday June 2nd at 4pm. Completed application forms MUST be accompanied by 2 contactable references. Candidates should ensure they are available for interview in person from June 6th.

Late applications will not be accepted. Shortlisting may apply. St Marys CBS Portlaoise 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.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Email

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63430G  
**Apply To:** [applications@portlaoiseCBS.com](mailto:applications@portlaoiseCBS.com)  
**County:** Laois  
**Enquiries To:** [applications@portlaoiseCBS.com](mailto:applications@portlaoiseCBS.com)  
**Website:** <https://www.portlaoiseCBS.com>  
**Application Form:** [Admin Secretary Application 2026.pdf](#)

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