

ADVERT ID 252685

## Secretary / Administrator

### St. Attracta's Community School

Ballyara Ballina Road Tubbercurry F91KT21  
<https://www.stattractas.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Fri May 15 2026  
**Application Closing Date:** Wed May 27 2026  
**Commencement Date:** Tue Sep 1 2026  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 35

#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 735  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

The Board of Management of St Attracta's Community School has a vacancy for the position of: Clerical Officer (full-time)

Applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting packages. Strong IT skills, particularly MS Office, Outlook, Word, Excel, and OneDrive are required.

Applicants must also be well-organised with excellent interpersonal skills. Fluency in English is essential.

A detailed job description is available under Recruitment at: [www.stattractas.ie](http://www.stattractas.ie) (Downloads).

Up-to-date CV and Letter of Application to be posted The Secretary, Board of Management, St Attracta's Community School (By post only). Include names and contact details of two referees.

Closing date for receipt of applications is 12noon on the 27th of May 2026

Shortlisting may apply and only shortlisted candidates will be contacted.

Late applications will not be considered.

Canvassing will disqualify.

Garda vetting will apply in respect of this position.

The appointment is made under the terms and conditions of appointment for a clerical officer in a community and comprehensive school. The salary scale for the position is in accordance with the Department of Education & Youth salary scale for a Grade III Clerical Officer (circular letter 0009/2026).

#### 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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 91512Q  
**Apply To:** Ballyara  
Ballina Road  
Tubbercurry  
F91KT21  
**County:** Sligo  
**Enquiries To:** [info@stattractas.ie](mailto:info@stattractas.ie)  
**Website:** <https://www.stattractas.ie>  
**Further Information:** <https://www.stattractas.ie/pages/downloads.php>

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