

ADVERT ID 253503

Secretary / Administrator

Calasanctius College

Oranmore

<https://www.calasanctius.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue May 26 2026
Application Closing Date: Fri Jun 5 2026
Status of Post: Fixed Purpose
Number of Vacancies: 1
Number of hours per week: 16

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information:

Pay: €13.50 - €21.00 per hour

Job description:

Applications by email only to recruitment@calasanctius.ie with "Administrative assistant" as the subject title and with CV and required documents attached.

Please note that all documents submitted MUST be as attachments to your email. No other format, such as shared links, is allowable. Document format must be Microsoft Word, Adobe PDF or JPEG.

This vacancy is subject to Board of Management approval.

Applications must be received by 1700hrs on Friday, 05 June 2026.

Required Skills/Experience

High level of proficiency in Word, Excel, Outlook.

Excellent administrative, organisational and team-working skills.

High level of proficiency in note-taking and typing.

Photocopying, printing.

Telephone skills

Desirable Skills:

Microsoft Teams, OneNote, Bookings and Planner

A minimum of one year of experience in an equivalent role.

Responsibilities:

The successful applicant will report to the principal and will be required to undertake such duties as are assigned by the principal. The primary function of the role will be to provide administrative support for the operation of the school due to additional, temporary operational requirements. This includes inter alia arranging meetings, processing, managing and being responsible for documentation related to school activities and business, making returns to the Department of Education, filing, note-taking at meetings, managing the diary for the members of the senior leadership team, liaising with relevant outside agencies, ordering goods, dealing with members of the school community, responding to letters, emails and phone calls, supporting other administrative roles when required, and such other duties commensurate with the role as may be assigned by the principal.

Selection Process:

Shortlisting may occur. Only those shortlisted will be contacted. Provisional interview date is week beginning 08 June 2026. Interviews will be in-person only and will be held in the school. Interviews will include a demonstration of IT proficiency and keyboard skills.

Vetting

Applicants must be vetted by the National Vetting Bureau before commencement of work or equivalent confirmation of vetting status.

Conditions

Any offer of employment is subject to verification of the details provided by the candidate. All candidates are required to answer truthfully at all times. This, and the preceding conditions, are among the requirements for a contract of employment to be offered. Details of conditions and requirements will be given to the successful candidate.

The hours of attendance will be by agreement and total no more than 16 hours per week. Payment is for hours of attendance only. This role is in-person and on-site.

Attendance is not required during school holiday periods of Halloween, Christmas, February mid-term and Easter. Attendance is required during June until 25 June 2027. The employment will terminate at that time. Where additional attendance is requested during the year, this will be by mutual agreement.

Full terms and conditions will be given to the successful candidate.

Job Type: Part-time

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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 631001
Apply To: recruitment@calasanctius.ie
County: Galway
Website: <https://www.calasanctius.ie>