

ADVERT ID 253838

## Secretary / Administrator

### Kildare Town Community School

Dunmurray Road Kildare Town Kildare  
<https://www.ktcs.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Mon Jun 1 2026  
**Application Closing Date:** Thu Jun 11 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 907  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Kildare Town Community School invites applications from suitably qualified and experienced candidates for the following post, subject to approval by the Department of Education and compliance with national vetting procedures:

Secretary / Clerical Officer – Grade III

The successful candidate will be highly competent and bring relevant administrative experience. Strong proficiency in Microsoft Office and office-based ICT systems is essential, including experience in data management and GDPR compliance. A high level of confidentiality, accuracy, and attention to detail is required at all times.

Familiarity with Department of Education and Youth administrative systems would be a distinct advantage, including (but not limited to) OLCS, VSware, and PPOD.

Application forms are available via this advertisement or by request from [info@ktcs.ie](mailto:info@ktcs.ie).

Completed application forms, addressed to the Secretary of the Board of Management, must be submitted to [info@ktcs.ie](mailto:info@ktcs.ie) no later than Thursday 11th June at 12 noon. Applications must include two contactable references.

Please note that candidates should be available for in-person interviews from 15th June onwards.

We look forward to receiving your application.

Late applications will not be accepted. Shortlisting may apply. Kildare Town Community School 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.](#)

Applications may be submitted by

- Email
- Post

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 91530S  
**Apply To:** Dunmurray Road  
Kildare Town  
Kildare  
**County:** Kildare  
**Enquiries To:** [info@ktcs.ie](mailto:info@ktcs.ie)  
**Website:** <https://www.ktcs.ie>

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