

ADVERT ID 254251

Secretary / Administrator

Kilrush Community School

Kilrush Cooraclare Road Kilrush V15 KT04

<http://www.kilrushcoms.com/page/Staff-Vacancies/30570/Index.html>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Jun 4 2026
Application Closing Date: Mon Jun 15 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 343
Droichead school: Yes

POST DETAILS

Additional Information:

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

Secretary - Administrator /Clerical Officer Grade III.

The salary scale for the position is in accordance with the Department of Education and Youth salary scale for a Grade III Clerical Officer (circular letter 0060/2026).

The Clerical Officer is at the centre of the administrative hub of the school and school community and works closely with the Principal, senior management team, teachers, other non-teaching staff, students, and parents, taking responsibility for a broad variety of important secretarial and administrative support functions, and coordinating the workflow and wide range of activities processed through the administration office including financial activities, procurement, managing records and returns, secretarial duties including admissions and examinations.

Qualifications, Skills, and Experience required:

- Previous experience in an administration role essential.
- Knowledge of managing accounts, budgeting, and preparing financial reports.
- Knowledge and experience of accounts software package(s).
- Knowledge of payroll packages.
- Strong IT skills particularly Excel and MS Office package.
- Ability to communicate well (both written and oral), including with staff, parents, and students.
- Ability to complete tasks to deadline.
- Well organised with experience in developing efficient administrative systems.
- Capacity to build positive working relationships with senior management and colleagues in the school.
- An understanding of working in a school environment desirable.
- Fluency in English is essential.
- Familiarity with post primary school administrative management systems including PPOD, VSWare and OLCS would be beneficial.

Please note:

- Late Applications will not be accepted.
- Shortlisting may apply and only shortlisted candidates will be contacted.
- Garda vetting will apply in respect of this position.
- The successful applicant will be required to complete a medical examination by the school's medical advisor.
- There is a 12-month probationary period.
- Canvassing will disqualify.

Closing date for receipt of applications by email is Monday 15th June 1pm. Please see application requirements and submit applications via email to principal@kilrushcoms.com

Kilrush 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.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

| | |
|-----------------------------|---|
| Roll Number: | 91448K |
| Apply To: | principal@kilrushcoms.com |
| County: | Clare |
| Enquiries To: | principal@kilrushcoms.com |
| Website: | http://www.kilrushcoms.com/page/Staff-Vacancies/30570/Index.html |
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