

ADVERT ID 254634

Secretary

St Josephs NS

Dromore Bantry P75 VX24
<https://www.dromorens.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Jun 8 2026
Application Closing Date: Mon Jun 22 2026
Commencement Date: Mon Aug 17 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 6
Current Enrolment: 68
Droichead school: Yes

POST DETAILS

Additional Information:

Please write 'Secretary Application' in the subject bar of the email

This is a permanent part-time post for 15 hours per week. Working hours will be agreed with the successful candidate and the Board of Management and may be subject to the needs of the school.

The successful candidate will work closely with the Principal, staff and Board of Management and will play an important role in supporting the day-to-day administration of the school.

Experience with school administration systems such as Aladdin, POD and OLCS would be advantageous but are not essential.

The successful candidate will be expected to demonstrate excellent organisational, administrative and communication skills, a high level of professionalism and discretion, and a commitment to maintaining confidentiality and GDPR requirements.

Appointment will be subject to satisfactory references, current Garda Vetting requirements and Occupational Health Screening.

The position is subject to the terms and conditions applicable to Department of Education funded School Secretaries, including the provisions of relevant Department Circulars.

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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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