

ADVERT ID 254869

## Secretary / Administrator

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### Colaiste Einde

Threadneedle Road Salthill H91X798  
<https://colaisteeinde.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Wed Jun 10 2026  
**Application Closing Date:** Fri Jun 19 2026  
**Commencement Date:** Mon Aug 24 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 25

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 808  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:**  
Coláiste Éinde, Salthill, Co. Galway

#### Position Overview

The Board of Management of Coláiste Éinde invites applications from suitably qualified persons for the role of School Secretary/Administrator. The position consists of 25 working hours per week and is subject to the terms and conditions outlined in Department of Education and Youth Circular Letter 0061/2026.

The School Secretary/Administrator reports directly to the Principal and Board of Management and provides administrative, organisational and operational support to the Principal, Deputy Principals, Senior Leadership Team and Board of Management.

The successful candidate will provide an efficient, confidential, professional and welcoming service to all members of the school community while ensuring the effective day-to-day administration of the school office.

#### Qualifications and Experience

Candidates should have previous experience in an administrative, secretarial or financial administration role, and should demonstrate:

- Excellent organisational, interpersonal and communication skills.
- Strong numerical, analytical and bookkeeping abilities.
- High levels of accuracy and attention to detail.
- Proficiency in Microsoft Office and school administration systems.
- Ability to prioritise tasks, meet deadlines and manage multiple responsibilities.
- Ability to work independently and as part of a team.
- A high degree of discretion when dealing with confidential information.

A willingness to engage in ongoing professional development.  
Commitment to the ethos and values of the school.  
Knowledge of GDPR, Child Safeguarding, Health & Safety and procurement procedures.

#### General Administrative Responsibilities

Provide comprehensive administrative, clerical and secretarial support to the Principal, Deputy Principals and school management team.  
Manage school communications, correspondence, reception services and stakeholder enquiries in a professional and confidential manner.  
Maintain accurate school records, databases and filing systems, ensuring compliance with GDPR and Department of Education requirements.  
Coordinate school documentation, publications, enrolment and recruitment administration as required.  
Support the effective operation of school management systems, including OLCS, PPOD, e-Tenders, Office 365 and other digital platforms.  
Assist in the implementation of new office systems and technologies.  
Work collaboratively with staff and provide reception cover as necessary to ensure the efficient day-to-day operation of the school office.

#### Key responsibilities

The management of student applications, enrolment and transfer processes.  
Implement the Free Books Scheme for all students  
Support and coordinate school building and capital project processes, including applications, procurement and tendering, record-keeping, stakeholder liaison, and ensuring compliance with Department of Education regulations and procedures.  
Support the coordination and administration of school maintenance, cleaning and facilities services, including contractor liaison, scheduling, monitoring of works, and management of cleaning operations, supplies, and related staffing support.

#### Professional Standards

The School Secretary/Administrator will:  
Maintain strict confidentiality regarding all school matters.  
Adhere to Child Safeguarding, GDPR, Health & Safety and school policies.  
Demonstrate flexibility and professionalism in responding to the needs of the school.  
Work effectively in an environment with frequent interruptions and competing priorities.  
Act as a positive ambassador for the school in all interactions.

#### Salary and Conditions

Salary and conditions of employment are in accordance with Department of Education Circular Letter 0061/2026. The successful candidate will commence on Point 1 of the approved salary scale unless entitled to recognition of previous qualifying school administration experience (refer to Circular Letter 0061/2026). Garda Vetting will apply.

This job description is not exhaustive and may be amended from time to time to meet the operational needs of the school. Other duties may be assigned by the Principal and Board of Management as required.

Only shortlisted candidates will be contacted. Interviews the week of 20th June 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
- References (written)
- 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:** 62981P  
**Apply To:** Threadneedle Road  
Salthill  
H91X798  
**County:** Galway  
**Enquiries To:** [applications@ColaisteEinde.ie](mailto:applications@ColaisteEinde.ie)  
**Website:** <https://colaisteeinde.ie>

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