

ADVERT ID 261299

Secretary / Administrator

Catholic University School

89 Lower Leeson Street Dublin 2 Dublin D02 KC81
<https://www.cus.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Aug 24 2026
Application Closing Date: Fri Sep 4 2026
Commencement Date: Mon Sep 14 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 28

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 525

POST DETAILS

Additional Information:

Catholic University School invites applications for the position of School Administrator to work as part of our CUS Finance Team

CUS is currently seeking to appoint an enthusiastic and passionate individual who has experience in SAGE 50 Accounts and SAGE Payroll. The successful candidate must have experience Excel and Word. Experience of working within a school environment is preferred although not essential. The ideal candidate will possess excellent communication skills and will have the ability work both within a team and independently. CUS believes in providing a supportive and inclusive environment for both staff and students.

Appointments are subject to the submission of Garda Vetting.

Catholic University School is an equal opportunities employer.

Prospective candidates can apply via Yvonne@cus.ie.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- 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: 60540V
Apply To: 89 Lower Leeson Street
Dublin 2
Dublin
D02 KC81
Yvonne@cus.ie
County: Dublin
Postal District: Dublin 2
Website: <https://www.cus.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.