

ADVERT ID 262729

Secretary / Administrator

Mercy Secondary School Kilbeggan

Dublin Road Kilbeggan N91HDH2
<https://www.mercykilbeggan.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Sep 28 2026
Application Closing Date: Sat Oct 3 2026
Commencement Date: Mon Nov 2 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 742
Droichead school: Yes

POST DETAILS

Additional Information:

Mercy Secondary School Kilbeggan is an equal opportunities employer. Shortlisting may apply. Only candidates who have been shortlisted will be contacted. The position advertised is subject to sanction by the DoE.

[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

- 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: 63221U
Apply To: principal@mercykilbeggan.ie
County: Westmeath
Website: <https://www.mercykilbeggan.ie>
Further Information: <https://mercykilbeggan.ie>

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