ADVERT ID 263825

Secretary / Administrator

Loreto College

53 St Stephen's Green Dublin 2 D02XE79
https://www.loretothegreen.ie

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Wed Nov 4 2026
Application Closing Date:	Fri Nov 27 2026
Commencement Date:	Mon Mar 1 2027
Status of Post:	Fixed Purpose
Number of Vacancies:	1
Number of hours per week:	35

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Girls
Current Enrolment:	583
Droichead school:	Yes

POST DETAILS

Additional Information:
This fixed purpose position has the potential to become a permanent position.

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.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	60820E
Apply To:	principal@loretothegreen.ie
County:	Dublin
Postal District:	Dublin 2
Website:	https://www.loretothegreen.ie

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