ADVERT ID 264212

Secretary / Administrator

Our Lady of Lourdes Secondary School

Rosbercon New Ross Y34FT82
https://www.olol.ie

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Mon Nov 16 2026
Application Closing Date:	Tue Nov 24 2026
Commencement Date:	Mon Nov 30 2026
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	27.75

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Girls

POST DETAILS

Additional Information:

Our Lady of Lourdes Secondary School invites applications for the position of Full-Time School Secretary (27.75 hours per week).

The successful candidate will play an important role in the effective day-to-day administration and smooth running of the school. The position requires a highly organised, reliable and motivated individual with excellent administrative, communication and interpersonal skills.

The successful candidate will provide comprehensive secretarial and administrative support to the Principal, Deputy Principal, teaching staff, students, parents and the wider school community.

Essential Skills and Attributes
The successful candidate will demonstrate:
• Excellent organisational and time-management skills.
• Proficiency in Microsoft Office, particularly Excel and Word.
• Excellent written and verbal communication skills.
• A high level of accuracy and attention to detail.
• The ability to work independently and as part of a team.
• The ability to prioritise workloads and meet deadlines.
• A flexible, professional and approachable manner.
• A high degree of discretion and confidentiality, particularly in relation to financial and payroll information.

Previous experience in a school office or in a general secretarial or administrative role would be an advantage.

A recognised qualification in Office Administration, Business Administration, Secretarial Studies or a related discipline would also be desirable.

Position Details
• Hours: 27.75 hours per week.
• Working Arrangements: Possibility of a four-day working week.

• Salary: In accordance with the Department of Education Secretarial Salary Scale, subject to the applicable terms and conditions.

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
- References (written)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	63630O
Apply To:	Rosbercon New Ross Y34FT82 principal@olol.ie
County:	Wexford
Website:	https://www.olol.ie
Further Information:	https://olol.ie/

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