



St Marys CBS Portlaoise

School Secretary/Administrator Application Form

(*Please do not amend or alter this form)

As advertised in:

PLEASE READ CAREFULLY:

- Please complete this application form by typing, in **full**, all answers to questions
- Do not alter the format of this form.
- Additional pages may not be submitted.
- Shortlisting may apply based on the information supplied.
- Incomplete/late applications will not be considered.

SECTION A: PERSONAL DETAILS

Full Name:	
Home Address:	
Mobile Number:	
Email Address:	
Do you require a work permit to work in Ireland?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any restrictions regarding your employment or with working with children?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details below)
Restrictions (If relevant)	

SECTION B: EDUCATION & QUALIFICATIONS

Education Level	School/Institution	List Subjects & Grades	Qualification & Year of Completion
FETAC Level 3/Inter/Junior Certificate or equivalent			
Leaving Certificate (or equivalent)			
Additional Qualifications Diplomas/Certificates etc.			
Third Level Degree			

(if applicable)			
Professional Training (e.g., IT, Accounts, Administration)			

**Please attach copies of relevant qualifications with this application.*

Other relevant, non-accredited courses (First Aid, etc.).

SECTION C: EMPLOYMENT EXPERIENCE

EXPERIENCE IN A CLERICAL OFFICER/SECRETARIAL ROLE:

Employer Name & Address	
Job Title:	
Dates of Employment (From – To):	
Duties & Responsibilities:	
Reason for Leaving (if applicable):	

OTHER EMPLOYMENT EXPERIENCE: (List most relevant jobs first)

Employer Name & Address	Job Title	Dates of Employment (from – To)	Key Responsibilities	Reason for Leaving (if applicable):

SECTION D: SKILLS & COMPETENCIES

Please tick ✓ the areas in which you have experience:

Competency	Yes	No
Financial Administration (budgeting, payroll, procurement)	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Accounts/Finance Software (e.g., BrightBooks, Sage)	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in MS Office (Excel, Word, Outlook)	<input type="checkbox"/>	<input type="checkbox"/>
Experience in School administration systems (e.g., VSware, Tyro, P-POD)	<input type="checkbox"/>	<input type="checkbox"/>
Reception Duties (handling calls, emails, visitors)	<input type="checkbox"/>	<input type="checkbox"/>
Secretarial Work (typing, minute-taking, filing)	<input type="checkbox"/>	<input type="checkbox"/>
HR Administration (staff files, recruitment, payroll support)	<input type="checkbox"/>	<input type="checkbox"/>
Handling Confidential Information	<input type="checkbox"/>	<input type="checkbox"/>
Organising Events & Meetings	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service & Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>
Relates well to teenagers	<input type="checkbox"/>	<input type="checkbox"/>
Positive outlook and willingness to upskill	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility and ability to work in a team environment	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)		

SECTION E: SUPPORTING STATEMENT

In no more than **500 words**, outline why you are applying for this position and why you wish to be considered for the role. Please detail any other work experience which you feel might be relevant to your application.

SECTION F: REFERENCES

Please provide the names and contact details of two professional referees (not relatives or friends) who are familiar with your work and can provide references. One referee should be your current or most recent employer. Please note that referees may be contacted prior to interview, without further communication with you, if you are shortlisted.

Name	Position	Organisation	Contact Number
1.			
2.			

SECTION G: DECLARATION & SIGNATURE

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DES circular letters. Any offer of employment will be subject to the School receiving a satisfactory Garda vetting disclosure prior to employment and medical clearance. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure and medical clearance is not received. The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure. You are also required to sign the declaration below certifying that all information you have provided is accurate. The Selection Committee may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true. I understand that providing false or misleading information may result in disqualification or dismissal if appointed.

Signed

Date

SUBMISSION DETAILS:

Applications (typed only) must be submitted by Tuesday June 2nd 2026 to:

mmurphy@portlaoiseCBS.com

Late or incomplete applications will not be considered.