

ADVERT ID 234948

Secretary / Administrator

Mercy College

The Principal Mercy College Chapel Hill Sligo Town F91 CF80
<https://www.mercycollegesligo.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue May 20 2025 16:36:49
Application Closing Date: Wed Jun 11 2025
Commencement Date: Mon Aug 11 2025
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 39

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 665
Droichead school: Yes

POST DETAILS

Additional Information:

Job Advertisement: School Secretary
Location: Mercy College, Sligo
Job Type: Full time

Closing Date for Applications: 11th June 2025

About the Role:

The Board of Management of Mercy College, Sligo invites applications for the position of Clerical Officer/Secretary to join our friendly and supportive school community. This position will take effect from 11th August 2025 (approximately). The successful candidate will be the first point of contact for parents, visitors, and staff, and will play a key role in ensuring the smooth and efficient running of our school office. Excellent communication skills are required, with confidence and ability to deal with a variety of queries.

Key Responsibilities:

- Managing school communications including emails, phone calls, and correspondence
- Maintaining accurate pupil records using VSware and other school systems
- Supporting the Principal, Deputy Principals and staff with administrative tasks including September returns.
- Managing admissions, 1st and 5th Year subject Options and school reports
- General office duties (e.g. photocopying, filing, scheduling meetings)

The Ideal Candidate Will Have:

- Excellent interpersonal, organisational and communication skills
- Excellent IT skills (Microsoft Office, Excel, spreadsheets)
- Knowledge of or willingness to learn school administration systems (e.g. VSware, Unique App, OLCS, P POD)
- Discretion and confidentiality in handling sensitive information
- Ability to work independently and as part of a team
- Experience in a school or educational setting is desirable but not essential

Application Process:

Please submit a CV and cover letter by email to info@mercycollegesligo.ie with the subject line: School Secretary Application.

Shortlisting may apply.

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APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	65181V
Apply To:	The Principal Mercy College Chapel Hill Sligo Town F91 CF80
County:	Sligo
Enquiries To:	info@mercycollegesligo.ie
Website:	https://www.mercycollegesligo.ie

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