

ADVERT ID 242927

Secretary

St Bodens NS

Mill Lane Culdaff F93EP30
<https://www.stbodensns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Aug 12 2025
Application Closing Date: Fri Aug 22 2025
Commencement Date: Wed Sep 3 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 93

POST DETAILS

Additional Information:

St. Boden's N.S invites applications for the position of secretary for 5 days – 3.5 hours per day.

The successful candidate will ideally have:

- ? Previous experience in a similar administrative secretarial role preferably in an educational or school setting.
- ? Proficiency in Microsoft Office (Word, Excel etc)
- ? Excellent interpersonal and communication skills
- ? Strong organisational and time management skills

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19614Q

Apply To: Applications with C.V, cover letter, envelope marked Job Application for Secretary and contact details of two referees should be forwarded to:
Chairperson BOM John Diver
Tullagh
Clonmany
F93 E4P9

County: Donegal

Enquiries To: stbodensoffice@gmail.com

Website: <https://www.stbodensns.ie>

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