

ADVERT ID 244906

Secretary / Administrator

Sligo Grammar School

Mr Michael Hall Sligo Grammar School The Mall Sligo F91 YW68
<https://www.sligogrammarschool.org>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Sep 23 2025
Application Closing Date: Fri Oct 3 2025
Commencement Date: Mon Oct 13 2025
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 39

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 503
Droichead school: Yes

POST DETAILS

Additional Information:

The position is Fixed Term to June 2026. Hours are Monday- Friday 08:30 - 16:30. Salary scale available from the school. The external application form must be completed in type (Times New Roman, Font 12) . The external application form must be typed to be considered for interview. The successful candidate will provide clerical, administrative and frontline support for the school. This will require the person to work as part of a highly motivated team of administrative staff. A full job description is available on request via email info@sligogrammarschool.org Application closes on 12 noon 03 October 2025. Interviews will be the week of the 06 October 2025 with commencement of employment as soon as possible post interview. Sligo Grammar School is an equal opportunities employer.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 65190W
Apply To: Mr Michael Hall
Sligo Grammar School
The Mall
Sligo
F91 YW68
County: Sligo
Enquiries To: info@sligogrammarschool.org
Website: <https://www.sligogrammarschool.org>
Application Form: [Application Form Admin.pdf](#)

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