

ADVERT ID 246031

## Secretary / Administrator

### Presentation Secondary School, Milltown

Milltown Milltown

<https://www.presmilltown.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Fri Oct 24 2025  
**Application Closing Date:** Fri Nov 7 2025  
**Commencement Date:** Mon Jan 5 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37



#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 601  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

- Please include x 4 copies of CV & Cover Letter (stapled, not bound)
- Applications by POST only please.
- Mark "APPLICATION" in top left corner of envelope.
- Shortlisting may apply.

#### 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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 61410N

**Apply To:** The Principal,  
Presentation Secondary School,  
Milltown, Co. Kerry.  
V93 DV79

Please mark "APPLICATION" in top left corner of envelope.

**County:** Kerry

**Enquiries To:** [office@presmilltown.ie](mailto:office@presmilltown.ie)

**Website:** <https://www.presmilltown.ie>

**Further Information:** <https://www.presmilltown.ie>

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