

ADVERT ID 246467

Secretary / Administrator

Coláiste Mhuire

Bóthar Ráth Tó Baile Átha Cliath 7 D07 CY97
<https://www.colaistemhuire.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Sat Nov 8 2025
Application Closing Date: Fri Nov 21 2025
Commencement Date: Mon Dec 8 2025
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Voluntary Secondary School
Current Enrolment: 265
Gaelcholáiste

POST DETAILS

Additional Information:

Fáiltíonn Bord Bainistíochta Choláiste Mhuire, meánscoil lán-Ghaeilge i mBaile Átha Cliath, roimh iarratais ó dhaoine cáilithe don phost rúnaí/riarthóir scoile.

Iarrtar ar iarrthóirí cóip dá CV (as Gaeilge nó as Béarla) a chur leis an ríomhphost chuig po@colaistemhuire.ie

Féadfaidh gearrliostú a bheith i gceist. Is fostóir comhdheiseanna é Bord Bainistíochta Choláiste Mhuire.

The Board of Management of Coláiste Mhuire, an Irish Medium Secondary School in Dublin, welcomes applications from suitably qualified persons for the position of school secretary/administrator.

Applicants are requested to send a copy of their CV (in Irish or English) by email to po@colaistemhuire.ie

Shortlisting may apply. The Coláiste Mhuire Board of Management 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 (Digital)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Roll Number: 60450U
Apply To: Bóthar Ráth Tó
Baile Átha Cliath 7
D07 CY97
County: Dublin
Postal District: Dublin 7
Enquiries To: po@colaistemhuire.ie
Website: <https://www.colaistemhuire.ie>

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