

ADVERT ID 246599

Secretary / Administrator

Mercy Secondary School Mounthawk

Mounthawk Tralee V92A409

<https://www.mercymounthawk.ie>

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Thu Nov 13 2025
Application Closing Date:	Tue Nov 25 2025
Commencement Date:	Mon Dec 1 2025
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Secondary School
Current Enrolment:	1283

POST DETAILS

Additional Information:
School Accounts Secreatry

Overall Responsibility: The Secondary School Accounts Secretary in Mercy Mounthawk will report directly to the Principal, and will provide financial and administrative support to the principal and his team in the delivery of all their key functions. The Secondary School Accounts Secretary is responsible for the efficient organisation and administration of the Accounts Office and for keeping the principal fully informed of all financial issues. The scope of work done by an Accounts Secretary depends largely on the school's needs which will change and evolve to meet circumstance. The job description is available on our webpage and outlines the main components of the work as envisaged at this time. Confidentiality and discretion of a very high level is expected in this role.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Digital)

Applications may be submitted by

- Email

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 68070E
Apply To: applications@mercymountahwk.ie
County: Kerry
Enquiries To: applications@mercymounthawk.ie
Website: <https://www.mercymounthawk.ie>
Further Information: <https://www.mercymounthawk.ie>

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