

ADVERT ID 246977

Secretary / Administrator

Loreto Secondary School

Loreto Secondary School, Coleville Road Clonmel Co Tipperary clonmel E91H273
<https://www.loretoclonmel.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Nov 26 2025
Application Closing Date: Thu Dec 4 2025
Commencement Date: Thu Jan 1 2026
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 22

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 500
Droichead school: Yes

POST DETAILS

Additional Information:

Contract: This post is a part time permanent position in the school, subject to a probationary period.

No. of hours: 22 hours per week over a 3-4 day week

Remuneration: The salary scale associated with this position is the School Secretary Pay Scale as set out in Appendix 1 of Circular 0046/2023. The position will be filled subject to the approval of the Department of Education & Youth and the Board of Management of Loreto Secondary School, Clonmel.

Appointment will be according to Department of Education Circular 36/2022 subject to Garda Vetting and Child Protection documentation.

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
- References (written)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 65330M
Apply To: Anne Mc Grath
Principal
Loreto Secondary School, Coleville Road
Clonmel
Co Tipperary
Clonmel
E91H273
County: Tipperary
Enquiries To: recruitment@loretoclonmel.ie
Website: <https://www.loretoclonmel.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.