

ADVERT ID 247088

Secretary / Administrator

LORETO COLLEGE

Rivervalley Swords Co Dublin Swords K67Y319 https://www.loretoswords.ie

MAIN DETAILS

Status:ActiveLevel:Post PrimaryDate Posted:Tue Dec 2 2025Application Closing Date:Fri Dec 12 2025Commencement Date:Fri Jan 2 2026Status of Post:Fixed Purpose

Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Secondary School

School Structure: Girls
Current Enrolment: 630
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Loreto College School has a vacancy for a temporary part-time Clerical Officer to cover for a sick leave - the vacancy is to the end of January subject to return to staff member from sick leave. This position will be as a privately paid Secretary for 20 hrs per week, Monday to Friday 9 to 1 p.m. each day.

Applicants must have previous experience in an administrative position and should have reception skills dealing with both students, staff and parents. Strong IT skills, particularly MS Word, Excel and Outlook are required.

Applicants must also be well organised with excellent interpersonal skills.

Shortlisting may apply.

Garda vetting will apply in respect of this position.

The salary scale for the position is aligned with School Secretary Pay Scale which is set out in Appendix 1 of Circular 36/2022 from the Dept of Education and Skills.

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		
•	Email	
٦	Telephone enquiries welcome	
	APPLY TO THIS JOB	
	Roll Number: Apply To:	60810B Rivervalley Swords Co Dublin
		Swords
	County:	
	Postal District:	County Dublin
	Enquiries To:	office@loretoswords.ie
	Website:	https://www.loretoswords.ie
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