

**ADVERT ID 247568**

## Secretary

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### Holy Family NS

Ballymote Road Tubbercurry F91EW90  
<https://www.holyfamilytubbercurry.ie>



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#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Jan 5 2026  
**Application Closing Date:** Mon Jan 19 2026  
**Commencement Date:** Wed Jan 28 2026  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 15  
**Current Enrolment:** 197  
**Droichead school:** Yes

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#### POST DETAILS

**Panel of Applicants:**

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:**

This is a substitute position to cover for the leave of our secretary. The contract is for 5 days per week/30 hours per week.

WE are seeking an organised, friendly, flexible and efficient secretary to join our school. The role is ideal for someone who enjoys working in a dynamic school environment and can manage a variety of administrative tasks with confidence.

**Key requirements:**

- Excellent communication and organisational skills
- Able to multi task in a fast paced setting
- Professional welcoming manner
- Strong proficiency in IT

**Desirable Experience**

- Background in using accounting packages
- Familiarity with school administration systems

#### 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 (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20019J  
**Apply To:** Apply via email only to this email addresss  
applicationshfn@gmail.com  
Please write Secretary Application in the subject line  
**County:** Sligo  
**Enquiries To:** [principalholyfamilyns@gmail.com](mailto:principalholyfamilyns@gmail.com)  
**Website:** <https://www.holyfamilytubbercurry.ie>  
**Further Information:** <https://holyfamilytubbercurry.ie>

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