

ADVERT ID 247607

Secretary / Administrator

St. Brigid's Presentation Secondary School

New Street Killarney V93ND79
<https://www.stbrigidskillarney.ie>



ST. BRIGID'S
PRESENTATION SECONDARY SCHOOL

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Jan 6 2026
Application Closing Date: Mon Jan 26 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 789
Droichead school: Yes

POST DETAILS

Additional Information:

School Secretary (30 hours per week Tuesday to Friday)

This position is subject to the Department of Education and Youth salary scale set out in Circular 0020/2025. Salary Scale and Conditions of Service will be in accordance with the regulations of the Department of Education and Youth.

St Brigid's Presentation Secondary School Killarney is a Voluntary Catholic Secondary School for girls in the trusteeship of CEIST and is conducted in accordance with CEIST Charter Values.

Please note the current job specification outlines the full range of tasks that might be included.

Training on all aspects of the office administration system will be provided.

Overall Responsibility:

The School Secretary will report directly to the principal and will provide administrative support to the principal in the delivery of all their key functions. The School Secretary is responsible for the efficient organisation and administration of the office and for keeping the principal fully informed of all issues.

The scope of work done by the secretary depends largely on the needs of the school which will change and evolve to meet circumstance.

Confidentiality and discretion of a very high level is expected in this role.

The person is responsible for dealing directly by phone, email or in person with student(s), staff, parent(s) queries in relation to the school in a confidential and discrete manner.

The School Secretary is a vital member of the school community, responsible for providing administrative support, managing school resources, and ensuring a safe and efficient workplace. This role serves as the first point of contact for parents, students, and the public, and supports the school leadership team in maintaining smooth operations.

Full Responsibilities and Criteria available at <https://stbrigidskillarney.ie/vacancies/>

Applications by email only to recruitment@sbk.ie by 1pm on Monday 26th January 2026.

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

APPLY TO THIS JOB VACANCY

Roll Number:	61340S
Apply To:	recruitment@sbk.ie
County:	Kerry
Enquiries To:	recruitment@sbk.ie
Website:	https://www.stbrigidskillarney.ie
Further Information:	https://stbrigidskillarney.ie/vacancies/

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