

ADVERT ID 248026

Secretary

Holy Family NS

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



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Jan 26 2026
Application Closing Date: Wed Feb 4 2026
Commencement Date: Mon Feb 9 2026
Status of Post: Fixed-term
Number of Vacancies: 1
This is a readvertisement

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

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 the leave of our secretary. The contract is for 5 days a 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 Skills
Able to multi task in a fast based setting
Professional welcoming manner
Strong Proficiency in IT

Desirable Experience:

Background in use of accounting packages
Familiarity with school administration systems

A minimum of two referees - one character and one workplace are required.

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: applicationshfn@gmail.com
County: Sligo
Enquiries To: principalholyfamilyns@gmail.com
Website: <https://www.holyfamilytubbercurry.ie>

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