

**ADVERT ID 248030**

## General

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### St. Augustine's School

Sexton Street Limerick V94 X339

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### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Wed Jan 28 2026  
**Application Closing Date:** Fri Feb 13 2026  
**Commencement Date:** Mon Mar 2 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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### POST DETAILS

**Title:**

Secretary

**Description:**

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 confidently manage a variety of administrative tasks.

**Key Requirements:**

1. Excellent communication skills
2. Able to multitask in a fast-paced setting
3. Professional welcoming manner
4. Strong proficiency in IT
5. Background in the use of accounting packages and familiarity with school administration systems.
6. Updating, managing, and storing school records in compliance with GDPR

**Additional Information:**

The successful candidate will report to the principal and will manage the school office in a welcoming, professional, and discreet manner.

The successful candidate will uphold and respect the school ethos at all times.

The appointment is subject to Garda Vetting.

The successful candidate will be required to undertake TUSLA child protection training and GDPR training.

The position will be subject to the terms of DEY circulars, salary revisions, and annual leave arrangements for school secretaries.

This position is subject to a six-month probationary period.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.

## APPLICATION REQUIREMENTS

- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

### APPLY TO THIS JOB VACANCY

**Roll Number:** 19587Q  
**Apply To:** Chairperson,  
St Augustine&#039;s School  
Sexton Street  
Limerick  
V94 X339  
**County:** Limerick  
**Enquiries To:** [info@staugustinesyep.com](mailto:info@staugustinesyep.com)

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