

ADVERT ID 248187

Secretary / Administrator

Gort Community School

Gort Co Galway Gort H91C9K1
<https://www.gortcs.com>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Feb 5 2026
Application Closing Date: Fri Feb 27 2026
Commencement Date: Mon Apr 13 2026
Status of Post: Maternity Leave - Fixed Term
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 816
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Gort Community school wish to advertise a School secretary – Grade III position.

The position is a part time – fixed term Maternity leave contract to commence in April.

An Internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time frame (12 months for administrative posts) from the date on which the Board approves the successful candidate.

The position is subject to sanction by the Department of Education.

CV to be emailed to Gort Community School (info@gortcs.com) by 4pm on Friday the 27th of February.

Contact the school if you need further information 091 631163.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91498C
Apply To: Gort
Co Galway
Gort
H91C9K1
County: Galway
Enquiries To: info@gortcs.com
Website: <https://www.gortcs.com>
Further Information: <https://www.gortcs.com>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.