

ADVERT ID 248333

Secretary

Presentation Primary School

Greenside South Carrick-on-Suir E32CA26
<https://www.presentationcarrick.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Feb 16 2026
Application Closing Date: Wed Mar 4 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Girls with Infant Boys
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 23
Current Enrolment: 310

POST DETAILS

Additional Information:

This position is for a 37 Hour per Week contract (Monday to Friday with an 8:30am start time). The position will operate under the terms of Department of Education circular 36/2022, circular 07/2024 and circular 10/2026 which are available online. Please refer to these circulars for leave entitlements, salary rates and further terms and conditions of employment.

Please note that Experience/Knowledge of the following are desirable:

- Secretarial duties including reception and communication, administration, student data management (e.g. attendance, admissions), financial administration and office operations
- A high level of understanding of ICT and appropriate software such as word processing, spreadsheets, publishing, etc.
- Book Keeping/Accounts
- Revenue Online System

Presentation Primary School is an Equal Opportunities Employer.

Canvassing Will Disqualify.

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 11872V
Apply To: The Chairperson,
Presentation Primary School,
Greenside South,
Carrick-on-Suir,
Co. Tipperary.
E32CA26
County: Tipperary
Enquiries To: proffice@presentationcarrick.ie
Website: <https://www.presentationcarrick.ie>
Further Information: <https://www.presentationcarrick.ie>

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