

ADVERT ID 249225

## Secretary / Administrator

### St Joseph's Secondary School

Newfoundwell Termonfeekin Road, Drogheda A92 EC62  
<https://www.droghedacbs.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Tue Mar 24 2026  
**Application Closing Date:** Wed Apr 15 2026  
**Commencement Date:** Tue May 5 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 20

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 1150  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

St. Joseph's Secondary School is a large Co-Ed School with 1,150 students and over 100 staff. We are a member of the ERST. This position is for 20 hours per week-Monday to Friday, term time. The successful candidate will be working in the busy main school office. Please apply by sending the required documents to [appointments@droghedacbs.ie](mailto:appointments@droghedacbs.ie)

#### 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
- References (written)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63840C  
**Apply To:** Newfoundwell  
Termonfeckin Road,  
Drogheda  
A92 EC62  
**County:** Louth  
**Enquiries To:** [appointments@droghedacbs.ie](mailto:appointments@droghedacbs.ie)  
**Website:** <https://www.droghedacbs.ie>  
**Further Information:** <https://www.droghedacbs.ie>

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