

ADVERT ID 249681

Secretary / Administrator

Portumna Community School

Portumna Community School St Brigid's Road Galway Portumna H53 N403
<https://www.portumnacs.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Mar 31 2026
Application Closing Date: Wed Apr 15 2026
Commencement Date: Mon May 11 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Community School

POST DETAILS

Additional Information:

Portumna Community School seeks applications from suitably qualified and experienced applicants for the following post beginning in early May 2026 subject to the approval of the Department of Education and Skills and subject to compliance with and satisfactory outcome of the national vetting procedures: Secretary/Clerical Officer Grade 3.

The suitable candidate must be competent with relevant experience. Proficient in MS Office and in office-related IT skills including data management, GDPR procedures. Confidentiality and excellent attention to detail are important. Knowledge of DES administrative systems is desirable; example - OLCS, VS Ware and PPOD. Candidates MUST have knowledge/experience of payroll, taxation, Revenue, RCT, VAT and procurement procedures.

Application forms included in attachments or available at www.portumnacs.ie/application-forms.html. Or navigate to Admin tab, then Application forms.

A completed application form, addressed to the Secretary B.O.M., should reach the school by post before 4 p.m. on Wednesday April 15th 2026. Completed application forms MUST be accompanied by Garda Vetting Disclosure or be in the process of and 2 contactable references. Candidates should ensure they are available for interview in person from the week beginning April 20th. Late applications will not be accepted. Shortlisting may apply. Portumna Community School is an equal opportunities employer.

Portumna Community School,

St. Brigid's Road,

Portumna,

Co. Galway. H53 N403

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 914130
Apply To: Portumna Community School
St Brigid's Road
Galway
Portumna
H53 N403
County: Galway
Enquiries To: principal@portumnacs.ie
Website: <https://www.portumnacs.ie>
Further Information: <https://portumnacs.ie/about-us/recruitment/>
Application Form: [Application Form Clerical Officer 2026.pdf](#)

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.