

ADVERT ID 251038

Secretary / Administrator

Galway Educate Together Secondary School

Newtownsmith Galway H91DP11

<https://galwayetss.ie>

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Mon Apr 27 2026
Application Closing Date:	Fri May 8 2026
Commencement Date:	Mon May 25 2026
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	20

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Co-Educational
Current Enrolment:	350
Droichead school:	Yes

POST DETAILS

Additional Information:

Galway Educate Together Secondary School is a developing school which opened in August 2019. In the 2026/2027 school year, we will have over 400 students. We are looking for an exceptional administrator to work with our current school administrator and the senior management team in providing a range of supports to the school community as it grows over the coming years. This person should enjoy working with young people.

A full job specification is available on our website here: <https://galwayetss.ie/vacancies/>
While we are looking for someone to start as soon as possible, we are open to discussing this depending on the circumstances of the successful candidate. Please note that there is a lay off period for some week of the summer months.

Experience of working with accounts or finance as well as excellent ICT acumen and written English are essential competencies. The ideal candidate will be very efficient, well organised and enjoy working collaboratively in a dynamic and very fast paced school environment.

The Educate Together Blueprint for Second Level schools which outlines our ethos can be found here: <https://www.educatetogether.ie/sites/default/files/blueprint-final.pdf> It is expected that the successful candidate would be familiar with this document and our ethos and understand how this would impact their work.

To apply: Please send a letter of application saved as a PDF and a short and relevant CV, saved as a PDF to recruitment@galwayetss.ie

Please include the name/ role and mobile contact details for 2 professional and recent referees in your CV.

Please put 'Administrator' as the subject of your email.

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.)
- CV (Digital)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Roll Number: 68347V
Apply To: Newtownsmith
Galway
H91DP11
County: Galway
Enquiries To: recruitment@galwayetss.ie
Website: <https://galwayetss.ie>
Further Information: <https://galwayetss.ie/vacancies/>

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