

ADVERT ID 252685

Secretary / Administrator

St. Attracta's Community School

Ballyara Ballina Road Tubbercurry F91KT21
<https://www.stattractas.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri May 15 2026
Application Closing Date: Wed May 27 2026
Commencement Date: Tue Sep 1 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 735
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of St Attracta's Community School has a vacancy for the position of: Clerical Officer (full-time)

Applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting packages. Strong IT skills, particularly MS Office, Outlook, Word, Excel, and OneDrive are required.

Applicants must also be well-organised with excellent interpersonal skills. Fluency in English is essential.

A detailed job description is available under Recruitment at: www.stattractas.ie (Downloads).

Up-to-date CV and Letter of Application to be posted The Secretary, Board of Management, St Attracta's Community School (By post only). Include names and contact details of two referees.

Closing date for receipt of applications is 12noon on the 27th of May 2026

Shortlisting may apply and only shortlisted candidates will be contacted.

Late applications will not be considered.

Canvassing will disqualify.

Garda vetting will apply in respect of this position.

The appointment is made under the terms and conditions of appointment for a clerical officer in a community and comprehensive school. The salary scale for the position is in accordance with the Department of Education & Youth salary scale for a Grade III Clerical Officer (circular letter 0009/2026).

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91512Q
Apply To: Ballyara
Ballina Road
Tubbercurry
F91KT21
County: Sligo
Enquiries To: info@stattractas.ie
Website: <https://www.stattractas.ie>
Further Information: <https://www.stattractas.ie/pages/downloads.php>

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