

ADVERT ID 253451

Secretary / Administrator

Catholic University School

89 Lower Leeson Street Dublin 2 Dublin D02 KC81
<https://www.cus.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue May 26 2026
Application Closing Date: Fri Jun 12 2026
Commencement Date: Tue Aug 4 2026
Status of Post: Maternity Leave - Fixed Term
Number of Vacancies: 1
Number of hours per week: 39

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 525

POST DETAILS

Additional Information:

Catholic University School invites applications for the position of school secretary/administrator who will manage daily administrative tasks, maintain accurate records, coordinate communications and support the school community.

We are currently seeking to appoint an enthusiastic and passionate school secretary/administrator who believes in providing a supportive and inclusive environment for all our students. The school is looking for a dedicated individual who enjoys working as part of a committed team of professionals.

Prospective candidates can apply via careers@cus.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
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Roll Number: 60540V
Apply To: 89 Lower Leeson Street
Dublin 2
Dublin
D02 KC81
County: Dublin
Postal District: Dublin 2
Enquiries To: office@cus.ie
Website: <https://www.cus.ie>

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