

ADVERT ID 254227

Secretary / Administrator

Coláiste Mhuire Secondary School

College Street Mullingar N91AT04
<https://www.cbsmullingar.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Jun 4 2026
Application Closing Date: Mon Jun 15 2026
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 880
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Coláiste Mhuire, Mullingar invites applications from interested candidates for the full time position of school administrator which may arise in the academic year 2026/2027.

Appointments are subject to successful reference checks and Garda Vetting. Appointments are also subject to approval from the Department of Education and the Board of Management at Coláiste Mhuire.

Applicants should submit the information requested by email or post to arrive to the school office before 10am on the specified closing date. The application should clearly indicate state the position you are applying for.

Shortlisting is likely to form part of the selection process. In this regard, it is regrettable that only shortlisted applicants will be notified of their application outcome.

Coláiste Mhuire, Mullingar is an equal opportunities employer.

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

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 63270K
Apply To: Mr. Keith Quinn
School Principal
Coláiste Mhuire Secondary School
College Street
Mullingar
Co. Westmeath
N91 AT04
County: Westmeath
Enquiries To: reception@cbsmullingar.ie
Website: <https://www.cbsmullingar.ie>

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.