

ADVERT ID 254285

## Secretary / Administrator

---

### Presentation Secondary School Warrenmount

Clarence Mangan Road Dublin  
<https://www.warrenmountsecondary.ie>

---

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Thu Jun 4 2026  
**Application Closing Date:** Thu Jun 18 2026  
**Commencement Date:** Mon Aug 17 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 39

---

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School

---

#### POST DETAILS

**Additional Information:**

Presentation Secondary School Warrenmount, Dublin 8, is seeking a full time School Secretary with excellent interpersonal and organisational skills, a high level of ICT literacy and experience in handling finance and payroll. The closing date for applications is 3.00pm on Thursday, 18 June. Interviews are scheduled to take place the week beginning Monday 22 June.

#### 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
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60792C  
**Apply To:** Ms. Gwen Brennan  
Presentation Secondary School Warrenmount  
Clarence Mangan Road  
Dublin 8.  
**County:** Dublin  
**Postal District:** Dublin 8  
**Enquiries To:** [info@warrenmountss.ie](mailto:info@warrenmountss.ie)  
**Website:** <https://www.warrenmountsecondary.ie>  
**Further Information:** <https://www.warrenmountsecondary.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.