

ADVERT ID 255953

Secretary

Wicklow Montessori Primary School

Wicklow Montessori Primary School Ballyguile Beg Wicklow A67 C421
<https://www.wicklowmontessorischool.ie/>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jun 18 2026
Application Closing Date: Fri Jul 17 2026
Commencement Date: Mon Aug 17 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
Gender: Co-Educational
School Patronage: Multi Denominational
Total No. of Teaching Staff: 6
Current Enrolment: 90
Droichead school: Yes

POST DETAILS

Additional Information:

Wicklow Montessori Primary School is currently recruiting for an administrator. The position runs Monday to Friday, 8.30?a.m. to 12.30?p.m. , during school term time. Applicants should demonstrate strong administrative skills, effective communication abilities and confidence in using office technology and software.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Apply To: Wicklow Montessori Primary School
Ballyguile Beg
Wicklow
A67 C421

County: Wicklow

Enquiries To: secretary@wicklowmontessorischool.ie

Website: <https://www.wicklowmontessorischool.ie/>

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