ADVERT ID 256454

Secretary / Administrator

Calasanctius College

Oranmore
https://www.calasanctius.ie

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Mon Jun 22 2026
Application Closing Date:	Mon Aug 10 2026
Status of Post:	Fixed Purpose
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Secondary School

POST DETAILS

Additional Information:
Role as project coordinator (administration)

Job description:

Applications by email only to recruitment@calasanctius.ie with:

Project coordinator

as the subject title and with CV and required documents attached.

Please note that all documents submitted MUST be as attachments to your email. No other format, such as shared links, is allowable. Document format must be Microsoft Word, Adobe PDF or JPEG.

This vacancy is subject to Board of Management approval.

Required Skills/Experience

High level of proficiency in Word, Excel, Outlook.

Excellent administrative, organisational and team-working skills.

High level of proficiency in note-taking and typing.

Photocopying, printing.

Telephone skills

Microsoft Teams, OneNote, Bookings and Planner

A minimum of one year of experience in an equivalent role.

Responsibilities:

The successful applicant will report to the principal and will be required to undertake such duties

as are assigned by the principal.

The role primarily involves the coordination of the school projects arising from involvement by the school in an extended variety or projects. Experience in administration to a high level is a requirement.

Selection Process:

Shortlisting may occur. Only those shortlisted will be contacted. Provisional interview date is week beginning 17 August 2026.

Interviews will be in-person only and will be held in the school. Interviews will include a skills assessment.

Vetting

Applicants must be vetted by the National Vetting Bureau before commencement of work or equivalent confirmation of vetting status.

Conditions

Any offer of employment is subject to verification of the details provided by the candidate. All candidates are required to answer truthfully at all times. This, and the preceding conditions, are among the requirements for a contract of employment to be offered. Details of conditions and requirements will be given to the successful candidate.

The hours of attendance will be by agreement and total no more than 16 hours per week.
Payment is for hours of attendance only.
Pay range: €13.50 - €21.00 per hour. This role is in-person and on-site.

Attendance is not required during school holiday periods of Halloween, Christmas, February mid-term and Easter. Attendance is required during June until 25 June 2027. The employment will terminate at that time. Where additional attendance is requested during the year, this will be by mutual agreement and paid additionally at the stipulated rate.

Full terms and conditions will be given to the successful candidate.

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
- 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:	63100I
Apply To:	recruitment@calasanctius.ie
County:	Galway
Website:	https://www.calasanctius.ie

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