

ADVERT ID 257830

## Secretary / Administrator

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### Our Lady's Bower Secondary School

Retreat Road Athlone N37TR58  
<https://www.ourladysbower.com>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Mon Jun 29 2026  
**Application Closing Date:** Mon Jul 6 2026  
**Commencement Date:** Mon Aug 10 2026  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

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#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**Current Enrolment:** 630  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:**

Applications strictly by post only

Please include 3 copies of the following documents: CV, letter of application, 2 current written references.

All documents received will be managed in line with GDPR requirements.

This appointment will be made under Department Circular 0036/2022 and 0061/2026 and is subject to sanction by the DEY

[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
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63210P  
**Apply To:** The Principal  
Our Lady's Bower Secondary School  
Retreat Road  
Athlone  
N37TR58  
[contact@ourladysbower.com](mailto:contact@ourladysbower.com)  
**County:** Westmeath  
**Website:** <https://www.ourladysbower.com>

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