

ADVERT ID 259295

Secretary / Administrator

St Aidan's Comprehensive

Station Road Cootehill H16 CV91
<https://www.staidans.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri Jul 24 2026
Application Closing Date: Wed Aug 5 2026
Commencement Date: Tue Sep 1 2026
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 17.5

SCHOOL DETAILS

School Type: Comprehensive School
Current Enrolment: 654
Droichead school: No

POST DETAILS

Additional Information:

The Board of Management of St Aidan's Comprehensive School invites applications for the following position:

Clerical Officer Grade III

The position is 0.5 Grade III. Applicants should have previous experience in an administrative role and knowledge of accounts and budgeting packages. Strong IT skills are required, particularly in Microsoft Office, Outlook, Word, Excel and OneDrive. Applicants must also be well organised and have excellent interpersonal skills.

A letter of application, together with an up-to-date CV, should be submitted by email only to recruitment@staidans.ie

Closing date for receipt of applications is 5th August 2026 at 12 noon.

Interviews are provisionally scheduled for the week of 10 August 2026.

Shortlisting may apply. Late applications will not be considered. Canvassing will disqualify.

The successful candidate will be required to undergo Garda vetting in accordance with relevant requirements.

The appointment will be made under the terms and conditions applicable to clerical officer appointments in community and comprehensive schools. Salary will be in accordance with the relevant Department of Education and Youth salary scale for the grade appointed, as set out in Circular Letter 0060/2026.

[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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 81005Q
Apply To: Secretary BOM
St Aidan's Comprehensive School
Station Road
Cootehill
H16 CV91
recruitment@staidans.ie
County: Cavan
Website: <https://www.staidans.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.