

ADVERT ID 259695

Secretary / Administrator

St Joseph's Secondary School

Newfoundwell Termonfeckin Road, Drogheda A92 EC62
<https://www.droghedacbs.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Jul 29 2026
Application Closing Date: Fri Aug 14 2026
Commencement Date: Tue Sep 1 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 25

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 1171
Droichead school: Yes

POST DETAILS

Additional Information:

This position is Fixed term from 1st September 2026 to 31st August 2027. The position is for a receptionist with admin roles for 25 hours per week, 5 hours per day, 9am-2.30pm.

St Joseph's S.S. is a member of the ERST community.

Please visit our school website for additional information on our school www.droghedacbs.ie

The successful candidate will be skilled in multitasking and have the ability to work closely with the senior leadership team and existing admin team in a busy, diverse school environment.

Please note: Canvassing will disqualify.

Applications will only be accepted electronically to appointments@droghedacbs.ie

[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)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 63840C
Apply To: Newfoundwell
Termonfeckin Road,
Drogheda
A92 EC62
appointments@droghedacbs.ie
County: Louth
Website: <https://www.droghedacbs.ie>
Further Information: <https://www.droghedacbs.ie>

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