

ADVERT ID 259749

Secretary / Administrator

St Aloysius' Secondary School

St. Aloysius School St Maries of the Isle Sharman Crawford Street Cork T12RK03
<https://www.stalscork.com>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Jul 30 2026
Application Closing Date: Fri Aug 14 2026
Commencement Date: Wed Aug 26 2026
Status of Post: RPT Contract
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 320
Droichead school: Yes

POST DETAILS

Additional Information:

St Aloysius School is seeking a secretary/administrator for 20 hours per week (with potential to rise to 26 hours). The days and times of work will be agreed with the successful candidate, but they must be available to work a full school day on Tuesdays.

The suitable candidate will be an integral part of the school community and will work directly with the existing secretarial staff. The primary function of the role will be to provide administrative support for the operation of the school.

The successful candidate will undertake duties consistent with the role of School Secretary.

Applicants must be skilled in the use of Word, Excel and Gmail. It is desirable that they are skilled in using VSWare, PPOD and Unique school app but training will be provided in the use of these.

Applicants must have excellent administrative and team-working skills as well as a high level of attention to detail and the utmost levels of discretion and professionalism in their work.

The successful applicant will report to the principal and will be required to undertake such duties as are assigned by the principal.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. Induction training will be facilitated.

Note that all newly recruited secretaries must be employed under the terms and conditions of Circular 0020/2025. The appointed candidate will commence at point 1 of the salary scale unless they have previous recognised experience as a School Secretary.

[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.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62630J
Apply To: St. Aloysius School
St Maries of the Isle
Sharman Crawford Street
Cork
T12RK03
principal@stalscork.com
County: Cork
Website: <https://www.stalscork.com>

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