

ADVERT ID 260052

Secretary / Administrator

Scoil na Tríonóide Naofa

Scoil na Tríonóide Naofa Doon Lisgaugh V94 Y6H6
<https://www.stn.ie>



MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Tue Aug 4 2026
Application Closing Date:	Tue Aug 25 2026
Commencement Date:	Tue Sep 1 2026
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	15

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Co-Educational
Current Enrolment:	638
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management invites applications for a part-time School Secretary/Accounts Administrator. The position is for 15 hours per week, working on Mondays and Tuesdays. Applicants must have previous secretarial or administrative experience, as well as experience in accounts, bookkeeping or financial administration. Strong IT, organisational and communication skills are also essential. Experience in a school setting or with school accounting systems is desirable. Shortlisting may apply.

Duties will include general school-office administration, correspondence, record-keeping, processing invoices and payments, maintaining financial records, and other duties as assigned by the Principal/Deputy Principal.

[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: 68121S
Apply To: The Principal
Scoil na Tríonóide Naofa
Doon
Lisgaugh
V94 Y6H6
recruitment@stn.ie
County: Limerick
Website: <https://www.stn.ie>
Further Information: <https://www.stn.ie>

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