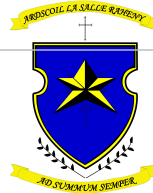


ADVERT ID 260188

Secretary / Administrator

Ardscoil La Salle

Raheny Road Raheny Dublin 5 D05 Y132
<https://www.ardscoillasalle.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Aug 5 2026
Application Closing Date: Thu Aug 13 2026
Commencement Date: Mon Aug 31 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 20.5

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 250
Droichead school: Yes

POST DETAILS

Additional Information:

Seeking a part time School Secretary for the new school year, with excellent interpersonal, organisational skills, and a high level of ICT literacy.

Interested candidates are required to e-mail principal@ardscoillasalle.ie with a letter of application, a CV and two recent referees listed.

Interviews are scheduled to take place the week beginning Monday, 17 August.

The successful candidate will be remunerated at the appropriate point on the salary scale for Department of Education funded School Secretaries, in accordance with relevant qualifications and experience.

Skills:

IT Skills Strong Interpersonal Skills excellent organisational skills

Benefits:

22 days Annual Leave

Start date will be dependant on Garda Vetting timelines.

[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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60291D
Apply To: Raheny Road
Raheny
Dublin 5
D05 Y132
principal@ardscoillasalle.ie
County: Dublin
Postal District: Dublin 5
Website: <https://www.ardscoillasalle.ie>

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