

ADVERT ID 260566

Secretary / Administrator

St. Columba's Comprehensive School

Main Street Glenties F94 C421

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Aug 11 2026
Application Closing Date: Tue Aug 25 2026
Commencement Date: Mon Sep 7 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 18.5

SCHOOL DETAILS

School Type: Comprehensive School
Current Enrolment: 385

POST DETAILS

Additional Information:

Part-time Clerical Officer (permanent position)

The Board of Management of St. Columba's Comprehensive School has a vacancy for a permanent part-time Clerical Officer as follows:

Clerical Officer required to work 18.5 hours per week.

Applicants must have previous experience in an administrative position and have a strong knowledge of accounts, payroll and budgeting. Strong IT skills, particularly MS Office, including Word and Excel, are required.

Applicants must also be well organised with excellent interpersonal skills.

A Letter of Application, with an up to date CV should be forwarded to:

The Secretary, Board of Management, St. Columba's Comprehensive School, Glenties, Co. Donegal

Closing date for receipt of applications is Tuesday 25th August 2026 at 12noon.

Shortlisting may apply.

Garda vetting will apply in respect of this position.

The salary scale for the position is in accordance with Department of Education pay scale for a Grade III Clerical Officer (pro-rated for part-time working) according to circular letter 0060/2026.

The successful candidate will be paid at Point 1 of the salary scale unless they have previous relevant public service experience.

The Job Description is available within this advert under the Application Form section.

<https://educationposts.ie/kb/120/general-child-protection-procedures-for-schools-2025>

[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

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email
- Post

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 81010J
Apply To: The Secretary of the Board of Management
St. Columba's Comprehensive School
Glenties
Co. Donegal
F94 C421
admin@glentiescomp.com
County: Donegal
Application Form: [Job Description.pdf](#)

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