

ADVERT ID 260641

Secretary / Administrator

St. Peter's College Secondary School

Summerhill Wexford Town Wexford Y35 P8WT
<https://www.stpeterscollege.net>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Aug 12 2026
Application Closing Date: Tue Aug 25 2026
Commencement Date: Mon Aug 31 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 21

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 785
Droichead school: Yes

POST DETAILS

Additional Information:

Regular school secretary duties plus other duties as required by school management
Pay: From €16.54 per hour
Benefits:

Bike to work scheme
Employee assistance program
On-site parking
Sick pay
Work Location: In person

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

- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 63650U
Apply To: Summerhill
Wexford Town
Wexford
Y35 P8WT
recruitment@stpeterscollege.ie
County: Wexford
Website: <https://www.stpeterscollege.net>

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