

ADVERT ID 260728

Secretary / Administrator

Coláiste Mhuire

Main St Ballygar F42 D265
<https://www.colaistemhuire.org>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Aug 13 2026
Application Closing Date: Fri Aug 21 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: Secondary School
Current Enrolment: 292

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 62900M
Apply To: appointments@cmballygar.ie
County: Galway
Website: <https://www.colaistemhuire.org>
Further Information: <https://www.colaistemhuire.org>

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