

ADVERT ID 261333

Secretary / Administrator

Glenamaddy Community School

Dunmore Road Glenamaddy F45KF50
<https://www.glenamaddycs.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Aug 25 2026
Application Closing Date: Tue Sep 1 2026
Commencement Date: Tue Sep 8 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 16.25

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 433
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management invites applications for a part-time School Secretary/Administrator. The position is for 16.25 hrs per week, working on Tuesdays, Wednesdays and Thursdays. Applicants must have previous administrative or secretarial experience. Essential skills required include competency in IT systems, communication skills, ability to work as part of a collaborative team and confidentiality. Experience in a school setting is desirable. Shortlisting may apply. Duties will include general office duties including file management, correspondence, placing orders for supplies, preparing information for Department returns and other duties as assigned by the Principal or 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.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 91514U
Apply To: recruitment@glencs.ie
County: Galway
Website: <https://www.glenamaddy.cs.ie>

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