

ADVERT ID 261467

Secretary / Administrator

Moyne Community School

Moyne Moyne N39T860
<https://www.moyneecs.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Sep 7 2026
Application Closing Date: Mon Sep 14 2026
Commencement Date: Thu Oct 1 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 624
Droichead school: Yes

POST DETAILS

Additional Information:

The Clerical Officer is at the centre of the administrative hub of the school and school community and works closely with the Principal, senior management team, teachers, other non-teaching staff, students and parents, taking responsibility for a broad variety of important administrative and financial support functions, and coordinating the workflow and wide range of activities processed through the administration office.

Qualifications, Skills, and Experience required:

- Previous experience in an accounts/administration role.
- Knowledge of managing accounts, budgeting, and preparing financial reports.
- Knowledge and experience of accounts/financial software package(s).
- Strong IT skills, including Microsoft Office Suite (particularly Excel).
- Good numerical and analytical skills, with the ability to communicate well (both written and oral), including with staff, parents, and students.
- Ability to meet deadlines and prioritise effectively.
- Well organised with experience in developing efficient administrative systems.

Garda vetting will apply in respect of this position.

Moyne Community School is seeking a Clerical/ Administrative Officer.

A more detailed job description can be found on the school website www.moyneecs.ie

Applications in the form of a CV with the names of two referee and a Cover Letter should be emailed to the Secretary of the Board of Management by email at vacancies@moyneecs.com by the closing date indicated

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

[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: 91436D

Apply To: The Secretary of the Board of Management by email to vacancies@moyneecs.com

Moyne
Co. Longford
N39T860

County: Longford

Website: <https://www.moyneecs.ie>

Further Information: <https://moyneecs.ie/clerical-officer.html>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.