ADVERT ID 261678

Secretary

S.N. Loch Guir (Lough Gur N.S.)

Holycross Bruff V35XE27

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Sep 1 2026
Application Closing Date:	Tue Sep 15 2026
Commencement Date:	Thu Sep 24 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	1
Current Enrolment:	2
Droichead school:	Yes

POST DETAILS

Additional Information:
The position is a part-time permanent position of 10 hours per week, over 2 days, paid by the Department of Education.

Applications by post to Lough Gur NS, Holycross, Bruff, Co Limerick, V35 XE27
Please mark envelope: Secretary Application

Applicants would ideally have:
- Secretarial experience.
- Excellent interpersonal and communication skills.
- Competency in maintaining financial accounts and online payment systems.
- A good level of proficiency in ICT.
- The ability to assist the Principal with the daily administration tasks.
- Ability to act on own initiative & identify tasks/duties that need to be carried out

The above job description is not exhaustive. Please see circular 0036/22 for terms and conditions of school secretaries and also, circular letter 0020/25 for revision of salaries information.

Shortlisting will apply, and those shortlisted will be called for interview.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection training.

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	07117J
Apply To:	Lough Gur NS Holycross Bruff V35XE27 loughgurns@gmail.com
County:	Limerick

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