

ADVERT ID 261712

Secretary / Administrator

Presentation College

Putland Road Bray A98 P270
<https://www.presbray.com>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Sep 2 2026
Application Closing Date: Tue Sep 15 2026
Commencement Date: Mon Nov 2 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 28

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Droichead school: Yes

POST DETAILS

Additional Information:

Four day week - Monday, Tuesday, Thursday, Friday.
Previous school administration experience preferable.

[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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 61800D
Apply To: Putland Road
Bray
A98 P270
mlocke@presbray.com
County: Wicklow
Website: <https://www.presbray.com>

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