

ADVERT ID 262074

Secretary

Lettergesh NS

Lettergesh West Renvyle H91 K2H9

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Sep 10 2026
Application Closing Date:	Thu Sep 17 2026
Commencement Date:	Thu Sep 24 2026
Status of Post:	Part-Time
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:	3
Current Enrolment:	38
Droichead school:	No

POST DETAILS

Additional Information:

Requirements

Excellent organisational skills. Administrative experience an advantage. Ability to plan and work on own initiative. Ability to work in a team environment with the Principal and other school staff. A high level of confidentiality and discretion.

8.5 hours per week, over two days, not Thursdays.

[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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 09833W
Apply To: principal@lettergeshns.ie
County: Galway
Further Information: <https://assets.gov.ie/static/documents/circular-letter-00362022.pdf>

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