

ADVERT ID 262156

Secretary / Administrator

ETSS Wicklow

The Glebe, Wicklow Town, Co. Wicklow Wicklow A67 N797
<https://www.etsswicklow.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri Sep 11 2026
Application Closing Date: Fri Sep 25 2026
Commencement Date: Mon Oct 12 2026
Status of Post: Maternity Leave - Fixed Term
Number of Vacancies: 1
Number of hours per week: 24

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Droichead school: Yes

POST DETAILS

Additional Information:

We require an experienced book keeper to prepare school accounts. Shortlisting may apply and only those shortlisted will be contacted for interview.

[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

APPLY TO THIS JOB VACANCY

Roll Number: 68345R
Apply To: vacancies@etsswicklow.ie
County: Wicklow
Website: <https://www.etsswicklow.ie>
Further Information: <https://www.educatetogether.ie>

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.