

ADVERT ID 262213

Secretary

Galway Educate Together NS

Thomas Hynes Rd Newcastle Galway H91 HV07
<https://www.getns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Sep 22 2026
Application Closing Date: Fri Oct 2 2026
Commencement Date: Mon Oct 19 2026
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 28
Current Enrolment: 360
Droichead school: Yes

POST DETAILS

Additional Information:

Timeframe for appointment is dependent on Interview Process, Garda Vetting, Medmark Referral (Occupational Health), checking of references etc.
Please state on application envelope "Application for Secretary Post".
Start time 8:30am Finish time 2:30pm. Monday - Friday.

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
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20000L
Apply To: Charlotte Sandberg, Chairperson
Thomas Hynes Rd
Newcastle
Galway
H91 HV07
County: Galway
Website: <https://www.getns.ie>
Further Information: <https://WWW.GETNS.IE>

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