ADVERT ID 264461

Secretary / Administrator

Gorey Educate Together Secondary School

Gorey Educate Together Secondary School Fort Road Gorey Y25A7V7
http://www.goreyetss.ie/

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Wed Nov 25 2026
Application Closing Date:	Fri Dec 4 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	25

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Co-Educational
Current Enrolment:	324
Droichead school:	Yes

POST DETAILS

Additional Information:
Gorey Educate Together Secondary School requires a School Secretary/Administrator to join our school team. The successful candidate will have responsibility for general office administration, front-facing reception duties, managing telephone and email enquiries, and providing administrative support to the school. Candidates should have excellent IT skills, including proficiency in Microsoft Office, Excel and school management systems such as Compass. Excellent organisational, interpersonal and communication skills, together with the ability to work independently, use initiative and manage competing priorities in a busy school environment, are essential.

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

- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	68386I
Apply To:	admin@goreyetss.ie
County:	Wexford
Website:	http://www.goreyetss.ie/
Further Information:	https://www.goreyetss.ie

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