

**Holycross National School, Firoda**, invites applications for the position of School Secretary for four days per week. Monday – Wednesday 9am -1pm. Friday 9am – 3pm

In addition to the weekly hours during the school year, secretarial support will also be required during the week following the closure of the school for the summer and for one week prior to the reopening of the school for the new academic year. Please apply by email to: [info@firodaschool.ie](mailto:info@firodaschool.ie)

To obtain full details of this position please go to [educationposts.ie](http://educationposts.ie)

**Applicants must submit:**

- Letter of Application
- CV(Digital)
- Referees (name, role and contact number)

This position is subject to the fulfilment of vetting requirements.