

ADVERT ID 126459

## Secretary / Administrator

### Coláiste an Spioraid Naoimh

Bishopstown Cork T12 C938  
<https://www.csncork.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Aug 19 2019 17:36:41  
**Application Closing Date:** Thu Aug 29 2019  
**Commencement Date:** Mon Sep 9 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 26.5

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 710

#### POST DETAILS

**Additional Information:** School Operations Support

Duties will include working with school management and staff, promoting the school using website & social media. Various administrative tasks including running the school library.

Knowledge of OLCS & VSware is desirable.

Excellent communication, interpersonal skills and a willingness to take initiative required.

Training will be provided.

Hours: 8.30 am to 2.00 pm daily during term (8.30 to 1.00 on Wednesdays) 26 hours 30 mins per week

Please email documentation to: [advert@csncork.ie](mailto:advert@csncork.ie)  
with the subject line: School Operations Support Post  
before 4.00 p.m. on Thursday 29th August 2019.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 62580U  
**Apply To:** School Operations Support Post,  
Coláiste an Spioraid Naoimh,  
Bishopstown  
Cork  
T12 C938  
**County:** Cork  
**Enquiries To:** [advert@csncork.ie](mailto:advert@csncork.ie)  
021 4543790  
**Website:** <https://www.csncork.ie>

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