

ADVERT ID 203017

## Secretary / Administrator

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### Colaiste Muire - Realt na Mara

Crosshaven Co. Cork Cork P43HC98  
<https://colaistemuirecrosshaven.org>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Sep 18 2023 13:12:35  
**Application Closing Date:** Tue Sep 26 2023  
**Commencement Date:** Tue Oct 3 2023  
**Status of Post:** Fixed Purpose  
**Number of Vacancies:** 1  
**Number of hours per week:** 19.5

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#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School

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#### POST DETAILS

**Additional Information:**

Applications are invited from suitably qualified and experienced candidates for the post of secretary/administrator in Coláiste Muire Crosshaven

This contract is Fixed Purpose ( Job sharing replacement of 19.5 hours per week- ( week on week off working arrangement)

The position can only be filled pending approval of the Department of Education & Skills and the Board of Management of Coláiste Muire, Crosshaven. Please refer to Dept of Education Circular letter 0036/2022

Shortlisting may apply and only those shortlisted will be contacted.

Appointment will be subject to the provision of Garda Vetting and Child Protection documentation.

Applications will be accepted by email only

Please email letter of application, CV, and two written references to:  
[applications@colaistemuirecrosshaven.org](mailto:applications@colaistemuirecrosshaven.org) with Office Secretary/Administrator as the email subject to arrive on or before 12 noon on Tuesday Sept 26th 2023

Colaiste Muire, Crosshaven is an equal opportunities employer.

Provisional interview date Monday Oct 2nd 2023

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 62200H  
**Apply To:** [applications@colaistemuirecrosshaven.org](mailto:applications@colaistemuirecrosshaven.org)  
**County:** Cork  
**Enquiries To:** [applications@colaistemuirecrosshaven.org](mailto:applications@colaistemuirecrosshaven.org)  
**Website:** <https://colaistemuirecrosshaven.org>  
**Further Information:** <https://www.colaistemuirecrosshaven.org>

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