

#### **ADVERT ID 229268**

# **Secretary / Administrator**

#### Coláiste na Toirbhirte

Ard Aoibhinn Bandon P72 FW28 https://www.presbandon.ie

#### MAIN DETAILS

Status: Active
Level: Post Primary

**Date Posted:** Tue Jan 21 2025 10:56:04

**Application Closing Date:** Tue Feb 4 2025 **Commencement Date:** Mon Mar 24 2025

Status of Post: Part-Time

Number of Vacancies: 1
Number of hours per week: 24

### SCHOOL DETAILS

School Type: Secondary School

Current Enrolment: 485

### POST DETAILS

### Additional Information:

Coláiste na Toirbhirte invites applications for the part-time position of School Secretary. The appointment is subject to Garda Vetting and the successful candidate will also be required to undertake TUSLA Child Protection. This position is subject to a 6 month probationary period. Previous experience in a school setting is desirable. Knowledge of Sage Accounts an advantage. The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangement for School Secretaries. Those shortlisted for interview will be contacted by email. 24 hours per week (over 3 days) with occasional flexibility.

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

Post



APPLY TO THIS JOB VACANCY **Roll Number:** 62061T

Apply To: The Principal,

Coláiste na Toirbhirte,

Ard Aoibhinn Bandon P72 FW28

County: Cork

Enquiries To: office@presbandon.ie

Website: https://www.presbandon.ie

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