

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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