

ADVERT ID 229735

## Secretary / Administrator

### Coláiste na Toirbhirte

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



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Feb 13 2025 09:22:27  
**Application Closing Date:** Fri Feb 28 2025  
**Commencement Date:** Mon Mar 31 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 24  
This is a readvertisement

#### 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](mailto:office@presbandon.ie)  
**Website:** <https://www.presbandon.ie>

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