

ADVERT ID 230996

Secretary

Cornafulla NS

Cornafulla N.S. Cornafulla Athlone N37FW74
<https://cornafulla.scoilnet.ie/blog/>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sat Mar 22 2025 22:20:55
Application Closing Date: Sat Mar 29 2025
Commencement Date: Mon Apr 7 2025
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 15
Current Enrolment: 238
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The Board of Management of Cornafulla National School is seeking a secretary for a fixed term position to work in the reception office of our welcoming and busy school. Cornafulla National School is a co-educational primary school under the patronage of the Roman Catholic Bishop of Elphin.

A school secretary is an integral part of the school community, working closely with the school principal, deputy principal and school staff to ensure the smooth running of the school.

This is a fixed term position for 25 hours per week, Monday to Friday 9:00 a.m. to 2:00 p.m. This position is due to commence on the 7th of April and will finish on the 24th of June. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. They will manage the school office in a welcoming, professional and discreet manner.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

Please include the following:

1. Letter of Application detailing your suitability for the job
2. CV including up-to-date referees with contact details.

Only those shortlisted for interview will be contacted and should reply by email only to accept or decline the interview. The email will outline the criteria for interview.

Applications may be submitted by

- Email to: applicationscornafullans@gmail.com

Please note the closing date/time for receipt of applications (Saturday the 29th of March at 4pm).

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 01607T
Apply To: Cornafulla N.S.
Cornafulla,
Athlone,
Co. Roscommon.
N37FW74
County: Roscommon
Enquiries To: principal@cornafullans.ie
Website: <https://cornafulla.scoilnet.ie/blog/>
Further Information: <https://cornafulla.scoilnet.ie/blog/>

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