

ID FÃ©GRA 232285

RÃ°naÃ / RiarthÃ°ir

Millstreet Community School

Coomlogane Millstreet Town P51 CA34
<https://www.millstreetcommunityschool.ie>



PRÃ°OMHSHONRAÃ°

StÃ°idas:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Iarbhunscoil
DÃ°ta PostÃ°ilte:	Aoine Aib 11 2025 22:36:10
SpriocdhÃ°ta le haghaidh larratas:	Aoine Aib 25 2025
DÃ°ta Tosaithe:	Luan Beal 12 2025
StÃ°idas an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1
LÃ°on uaireanta sa tseachtain:	16

SONRAÃ° SCOILE

CineÃ°il Scoile:	Pobalscoil
StruchtÃ°r na Scoile:	Comhoideachas
Rolla Reatha:	380
Scoil Droichead:	TÃ°

SONRAÃ° AN PHOIST

Eolas Breise:

Clerical Officer required to work on Monday, Tuesday, Thursday & Friday (16 hours per week). Applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting packages. Strong IT skills, particularly MS Office, Outlook, Word, Excel and OneDrive are required.

Applicants must also be well-organised with excellent interpersonal skills. Fluency in English is essential.

Detailed Job Description available at <https://www.millstreetcommunityschool.ie/vacancies>

A Letter of Application, with an up to date CV should be forwarded to:

The Secretary, Board of Management, Millstreet Community School by email only to vacancies@millstreetcommunityschool.ie

Closing date for receipt of applications is 12noon on Friday, 25th April 2025.

Shortlisting may apply and only shortlisted candidates will be contacted.

Late applications will not be considered.

Canvassing will disqualify.

Garda vetting will apply in respect of this position.

The salary scale for the position is the Salary Scale for School Secretaries (Department of Education circular letter 20/2025) and pro-rated for part-time working.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÃ°iteoirÃ° (ainm, rÃ°l, uimhir theagmhÃ°la.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Ríomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	91390F
Cuir iarratas Chuig:	The Secretary, Board of Management by email only to vacancies@millstreetcommunityschool.ie
Contae:	Corcaigh
Suíomh Grádasáin:	https://www.millstreetcommunityschool.ie
Tuilleadh Eolais:	https://www.millstreetcommunityschool.ie/vacancies

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágá seo agus dá anann IPPN á a cheadú le haghaidh áisáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláidil, a cháipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fáilgráochta eile, gan cead sainráite i scrábhinn a fháil roimh rí IPPN.