

ADVERT ID 238784

## Secretary / Administrator

### Coláiste an Spioraid Naoimh

Bishopstown Cork T12 C938  
<https://www.csncork.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Jun 16 2025  
**Application Closing Date:** Mon Jun 23 2025  
**Commencement Date:** Mon Aug 25 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 14

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 710

#### POST DETAILS

**Additional Information:**

The successful candidate will be responsible for:

1. Accurately managing school financial records.
2. The proficient administration of the school app, the schools' official platform for current parents/students which provides a "Single Point of Engagement" on all school related matters.
3. Accurate inputting of vital information into the Department of Education online claims system ensuring compliance and timely submission.
4. Utilisation of Vsware, the school management system to streamline administrative processes and enhance data accuracy.
5. Effective communication with management, staff, students and the parent body to ensure the fostering of a collaborative and informed community through clear and timely interactions.
6. Main point of contact between students and home during the school day.

Shortlisting may apply. Only those shortlisted will be contacted.  
Coláiste an Spioraid Naoimh is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

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