

ADVERT ID 240134

Secretary / Administrator

St Caimin's Community School

Tullyvarraga Shannon Shannon V14XY54
<https://www.saintcaimins.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri Jun 27 2025
Application Closing Date: Fri Aug 1 2025
Commencement Date: Wed Aug 20 2025
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 10

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 750
Droichead school: Yes

POST DETAILS

Additional Information:

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.

Please forward CVs to vacancies@stcaimins.ie

Applicants must also be well-organised with excellent interpersonal skills.

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.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 914471
Apply To: Tullyvarraga
Shannon
Shannon
V14XY54
County: Clare
Enquiries To: vacancies@stcaimins.ie
Website: <https://www.saintcaimins.ie>
Further Information: <https://www.saintcaimins.ie/>

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