

ADVERT ID 242847

Secretary

Coachford NS

Coachford NS Coachford P12TW53
<https://www.coachfordnationalschool.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Aug 11 2025
Application Closing Date: Fri Aug 29 2025
Commencement Date: Mon Sep 8 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 9
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:

Coachford NS invites applications for the School Secretary position. This permanent position requires 25 hours of work per week (Monday to Friday) and has full approval from the Department of Education as outlined in Circular 36/2022.

Skills and Experience Required

- Excellent interpersonal, organisational, and communication skills
- Proficiency in typing, IT skills and high attention to detail
- Ability to work independently, use initiative and collaborate effectively within a team.
- Willingness to upskill as needed
- Positive attitude, with a commitment to the school's values and a readiness to contribute to its development
- Garda Vetting and completion of TUSLA and Child Protection Training
- Experience in a school setting is advantageous

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: 14022M
Apply To: Chairperson, Board of Management
coachfordnsjobs24@gmail.com
County: Cork
Enquiries To: info@coachfordnationalschool.ie
Website: <https://www.coachfordnationalschool.ie>

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