

#### **ADVERT ID 244490**

## Secretary

### Lisheen NS

Church Cross Skibbereen Cork Cork P81 HX88

#### MAIN DETAILS

Status: Active Level: Primary

Date Posted:Thu Sep 11 2025Application Closing Date:Fri Sep 19 2025Commencement Date:Mon Nov 3 2025Status of Post:Part-Time

Number of Vacancies: 1



## SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical

Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5

Current Enrolment: 56
Droichead school: No

# POST DETAILS

### Additional Information:

We are currently seeking to employ a school secretary on a part-time basis of 15 hours per week.

The days are negotiable but hours will be 9 a.m. to 2 p.m. three days a week.

The role involves being responsible for school communications by phone, email or Aladdin school management system, organising financial documents and other standard clerical duties.

#### APPLICATION REQUIREMENTS

- It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.
- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

Email

Roll Number: 1568.F Apply To: Church Cross Skibbersen Cork Cork P81 HX88  County: Cork Enquiries To: Isheen1563@gmail.com  ormation contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information ein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising website out the express prior written permission of IPPN.		APPLY TO THIS JOB	VACANCY
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