

ADVERT ID 244490

Secretary

Lisheen NS

Church Cross Skibbereen Cork P81 HX88

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Sep 11 2025
Application Closing Date: Fri Sep 19 2025
Commencement Date: Mon Nov 3 2025
Status 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

APPLY TO THIS JOB VACANCY

Roll Number: 15563F
Apply To: Church Cross
Skibbereen
Cork
Cork
P81 HX88
County: Cork
Enquiries To: lisheen15563@gmail.com

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