

ADVERT ID 248339

Secretary / Administrator

Millstreet Community School

Coomlogane Millstreet Town P51 CA34
<https://www.millstreetcommunityschool.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Feb 16 2026
Application Closing Date: Thu Feb 26 2026
Commencement Date: Mon Apr 6 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 380
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.

Applicants must also be well-organised with excellent interpersonal skills. Fluency in English is essential.

Full Job Description available at <https://www.millstreetcommunityschool.ie/vacancies>

A Letter of Application, with an up-to-date CV should be forwarded to:
The Secretary, Board of Management, Millstreet Community School by email only to vacancies@millstreetcommunityschool.ie

Closing date for receipt of applications is 12noon on Thursday, 26th February 2026.

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 appointment is made under the terms and conditions of appointment for a clerical officer in a community and comprehensive school. The salary scale for the position is in accordance with the Department of Education & Youth salary scale for a Grade III Clerical Officer (circular letter 0009/2026).

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
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 91390F

Apply To: The Secretary, Board of Management, Millstreet Community School by email only to vacancies@millstreetcommunityschool.ie

Letter of Application must be included along with current CV and names and contact details of referees.

County: Cork

Website: <https://www.millstreetcommunityschool.ie>

Further Information: <https://www.millstreetcommunityschool.ie/vacancies>

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