

ADVERT ID 253436

## Secretary

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### Bunscoil Fachtna

Ardagh Rosscarbery p85hx57  
<https://www.bunscoilfachtna.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue May 26 2026  
**Application Closing Date:** Tue Jun 2 2026  
**Commencement Date:** Thu Aug 27 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 8  
**Current Enrolment:** 173  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:**

Permanent Part-time secretary required for Bunscoil Fachtna, Rosscarbery – 12 hours in total over two days (Thursdays and Fridays). Working knowledge and experience of accounts and computer skills essential. Please email letter of application and CV to [applications@bunscoilfachtna.ie](mailto:applications@bunscoilfachtna.ie) by the 2/5/26

#### 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
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20599H  
**Apply To:** Principal Sarah Murray  
applications@bunscoilfachtna.ie  
**County:** Cork  
**Enquiries To:** [principal@bunscoilfachtna.ie](mailto:principal@bunscoilfachtna.ie)  
**Website:** <https://www.bunscoilfachtna.ie>

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