

ADVERT ID 193818

## Secretary / Administrator

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### Scoil Mhuire

Greenfield Road Kanturk  
<https://www.scoilmhuirekanturk.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Fri May 26 2023 17:18:04  
**Application Closing Date:** Fri Jun 9 2023  
**Commencement Date:** Mon Aug 14 2023  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 39

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#### SCHOOL DETAILS

**School Type:** Secondary School

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#### POST DETAILS

**Additional Information:** Applications are invited for the full-time position of School Secretary at Scoil Mhuire Kanturk.

Applicants must have completed a recognised Administration Course or have strong telephone and IT skills with experience, preferably in the use of School Administration Software (VS ware, PPOD), Microsoft Office and G-Suite.

Suitably qualified persons may request and return Application Forms by email to: [principal@scoilmhuirekanturk.ie](mailto:principal@scoilmhuirekanturk.ie). Completed applications must be returned before 12 noon on Friday, June 9th, 2023.

Scoil Mhuire Kanturk is an equal opportunities employer  
Short listing may apply  
Garda Vetting is required

#### APPLICATION REQUIREMENTS

- [Standard Application Form](#)

Applications may be submitted by

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 62290L  
**Apply To:** Secretary  
Board of Management  
Scoil Mhuire Kanturk  
Greenfield Road  
Kanturk  
Co. Cork  
P51 XK81  
**County:** Cork  
**Enquiries To:** [principal@scoilmhuirekanturk.ie](mailto:principal@scoilmhuirekanturk.ie)  
**Website:** <https://www.scoilmhuirekanturk.ie>  
**Application Form:** [SMK Clerical\\_Officer\\_Application Form.pdf](#)

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