

ADVERT ID 196871

Secretary / Administrator

St Peter's

Passage West Passage West
<https://www.stpeters.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jun 22 2023
Application Closing Date: Fri Jul 7 2023
Commencement Date: Mon Aug 14 2023
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 370
Droichead school: Yes

POST DETAILS

Additional Information:
St. Peter's Community School
Passage West, Cork.

The Board of Management of St. Peter's Community School invites applications for the position of: Clerical Officer Grade III

This position will take effect from Monday August 14th 2023.

Interviews are provisionally scheduled for the week of August 7th 2023 (subject to change)

This is a full-time position and applicants must have previous experience in an administrative position and have experience/knowledge of accounts and budgeting. Strong IT skills, particularly MS Office, Excel and Surf accounts software are desired.

Applicants must also be well organised with excellent interpersonal skills.

A Cover Letter, with an up to date CV (including referee details) should be forwarded to:

tmcsweeney@stpeters.ie

Closing date for receipt of applications is Friday July 7th .
Shortlisting may apply.
Garda vetting will apply in respect of this position.

The appointment is made under the terms and conditions of appointment of a Clerical Officer in a community/comprehensive school. The salary scale for the position is in accordance with DE pay scale for a Grade Clerical Officer.

The annual leave entitlement for Clerical Officers is as follows.
Clerical Officer Grade III 22 Days

Grade III Clerical Officer Salary Scale (incremental annually).

1 € 25,353
2 € 26,985
3 € 27,387
4 € 28,204
5 € 29,394
6 € 30,588
7 € 31,784
8 € 32,649
9 € 33,632
10 € 34,770
11 € 35,578
12 € 36,708
13 € 37,844
14 € 39,983
15 € 39,983

* Long Service Increment € 41,501

* after 3 years satisfactory service at the maximum

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: 91391H
Apply To: tmcsweeney@stpeters.ie
County: Cork
Website: <https://www.stpeters.ie>

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