

ADVERT ID 229315

## Secretary

### S.N. na Carraige

Carrig Ballycommon Nenagh E45P227  
<https://www.carrigschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Jan 23 2025  
**Application Closing Date:** Mon Feb 10 2025  
**Commencement Date:** Mon Feb 17 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 15  
**Current Enrolment:** 232  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

32.5 hours a week (6.5 hours per day, 5 days per week), coinciding with the school calendar. Candidates may be required to work a number of weeks during July and August. The successful candidate will have experience in office management and administration. He/she will be an integral part of the school community and will manage the office in a welcoming, professional and discreet manner. Skills and knowledge required include excellent interpersonal and organisational skills, confidentiality and professionalism, excellent communication skills, typing and IT skills, a high level of proficiency in the use of Microsoft Office, ability to plan and work efficiently and on own initiative, working to a deadline and showing flexibility consistent with the nature of the job, experience of operating database platforms such as or similar to Online Claims System (OLCS) and Primary Online Database (POD). Competency in maintaining financial accounts, including wages, budgets etc

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a 6-month probationary period. Induction training will be facilitated.

Applications by post to include cover letter and CV, with two referees to Chairperson, Board of Management, Carrig N.S. Ballycommon , Nenagh. E45 P227.

#### 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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16276H  
**Apply To:** Carrig NS  
Ballycommon  
Nenagh  
E45P227  
**County:** Tipperary  
**Enquiries To:** [carrigns1@gmail.com](mailto:carrigns1@gmail.com)  
**Website:** <https://www.carrigschool.ie>  
**Further Information:** <https://www.carrigschool.ie>

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