

ID FÃ©GRA 232983

## RÃ©naÃ© / RiarthÃ©ir

## Tarbert Comprehensive School

Kilpadogue Tarbert Listowel V31 WD66  
<https://www.tarbertcomprehensive.ie>



Tarbert Comprehensive School

## PRÃ©OMHSHONRAÃ©

**StÃ©idas:** GnÃ©mhach  
**LeibhÃ©al:** Iarbhunscoil  
**DÃ©ta PostÃ©ilte:** Luan Aib 28 2025 12:15:48  
**SpriocdhÃ©ta le haghaidh larratas:** Aoine Beal 16 2025  
**DÃ©ta Tosaithe:** Luan LÃ©n 18 2025  
**StÃ©idas an Phoist:** CuspÃ©ir Seasta  
**LÃ©on na bhFolÃ©ntas:** 1  
**LÃ©on uaireanta sa tseachtain:** 17.5

## SONRAÃ© SCOILE

**Rolla Reatha:** 527

## SONRAÃ© AN PHOIST

## Eolas Breise:

The Board of Management of Tarbert Comprehensive School invites applications for the position of Clerical Officer/Secretary. This position will take effect from Monday, 18 August 2025. It is a part-time position (17.5 hours per week), employed directly by the School, operating on a fortnightly rotating schedule (Monday to Wednesday Ã©? week 1, Thursday to Friday Ã©? week 2).

The role will have a strong focus on financial management, payroll, budgeting and the administration of School accounts. Applicants must have extensive prior experience in financial administration, with a proven ability to manage budgets, oversee financial reporting and operate payroll and accounts systems to a high standard. Proficiency in financial software packages, such as BrightBooks, ODB or Sage, alongside strong IT skills (particularly in MS Office and Excel), is essential.

In addition, candidates must demonstrate excellent organisational abilities, attention to detail and interpersonal skills suited to a busy school office environment. This is a finance-intensive role and would suit applicants with a strong background in accounts and financial administration. A detailed job description and application form are available at [www.tarbertcomprehensive.ie](http://www.tarbertcomprehensive.ie) Ã©? under the Policies & Publications Ã©? Application Forms tabs. Please apply by completing the appropriate application form and emailing it to [admin@tarbertcs.ie](mailto:admin@tarbertcs.ie), marked for the attention of the Principal. Please include two written references. The closing date for receipt of applications is Friday, 16 May 2025 at 12 noon. Shortlisting may apply. Garda vetting will apply for this position. The salary scale for the position is in accordance with the Department of Education pay scale as detailed in Circular 0019/2025.

## RIACHTANAIS IARRATAIS

- TagairtÃ© (scrÃ©ofa)
- Foirm Iarratais Sheachtrach

Is fÃ©idir iarratais a chur isteach trÃ©

- RÃomhphost
- Litir

FÃijlte roimh cheisteanna ar an nguthÃin

#### CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla:	81006S
Cuir iarratas Chuig:	Kilpadogue Tarbert Listowel V31 WD66
Contae:	CiarraÃ
Ceisteanna Chuig:	<a href="mailto:admin@tarbertcs.ie">admin@tarbertcs.ie</a>
SuÃomh GrÃasÃin:	<a href="https://www.tarbertcomprehensive.ie">https://www.tarbertcomprehensive.ie</a>
Tuilleadh Eolais:	<a href="https://www.tarbertcomprehensive.ie/application-forms/">https://www.tarbertcomprehensive.ie/application-forms/</a>

Is ag IPPN atÃi an cÃipcheart i dtaca leis an fhaisnÃ©is san fhÃ³gra seo agus dÃ©anann IPPN Ã a cheadÃ°nÃ° le haghaidh Ã°sÃjide ag cuardaitheoirÃ post amhÃin. NÃ fÃ©idir an fhaisnÃ©is atÃi ann a ÃoslÃ³dÃjil, a chÃipeÃjil nÃi a Ã°sÃjid chun crÃocha ar bith eile, lena n-ÃjirÃtear a macasamhlÃ° ar shuÃomhanna grÃasÃin earcaÃochta agus fÃ³graÃochta eile, gan cead sainrÃjite i scrÃbhinn a fhÃjil roimh rÃ© Ã³ IPPN.