

ADVERT ID 237173

## Secretary

### Cornafulla NS

Cornafulla N.S. Cornafulla Athlone N37FW74  
<https://cornafulla.scoilnet.ie/blog/>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Jun 9 2025  
**Application Closing Date:** Mon Jun 23 2025  
**Commencement Date:** Tue Aug 26 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:** 238  
**Droichead school:** Yes

#### POST DETAILS

**Panel of Applicants:**

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:**

Email applications to the Chairperson of the Board of Management at the following email address:

applicationscornafullans@gmail.com

The Board of Management of Cornafulla National School is seeking a secretary for a permanent position to work in the reception office of our welcoming and busy school. Cornafulla National School is a co-educational primary school under the patronage of the Roman Catholic Bishop of Elphin.

A school secretary is an integral part of the school community, working closely with the school principal, deputy principal and school staff to ensure the smooth running of the school.

This is a permanent position for 25 hours per week, Monday to Friday 9:00 a.m. to 2:00 p.m. This position is due to commence on the Monday the 25th of August. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. They will manage the school office in a welcoming, professional and discreet manner.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

Please include the following:

1. Letter of Application detailing your suitability for the job

2. CV including up-to-date referees with contact details.

Only those shortlisted for interview will be contacted and should reply by email only to accept or decline the interview. The email will outline the criteria for interview.

Please note the closing date/time for receipt of applications (Monday the 23rd of June at 5pm).

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 01607T  
**Apply To:** Cornafulla N.S.  
Cornafulla  
Athlone  
N37FW74  
**County:** Roscommon  
**Enquiries To:** [principal@cornafullans.ie](mailto:principal@cornafullans.ie)  
**Website:** <https://cornafulla.scoilnet.ie/blog/>  
**Further Information:** <https://cornafulla.scoilnet.ie/blog/>

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