

ADVERT ID 239001

## Secretary / Administrator

### Tullow Community School

The Mullawn Rathoe Rd Tullow R93 DT20  
<https://www.tullowcommunityschool.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Tue Jun 17 2025  
**Application Closing Date:** Fri Jul 11 2025  
**Commencement Date:** Mon Aug 11 2025  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 20

#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 800  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

Applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting packages. Strong IT skills, particularly MS Office, Outlook, Word, Excel and OneDrive are required.

Applicants must also be well-organised with excellent interpersonal skills. Fluency in English is essential.

A detailed job description is available at [info@tullowcs.ie](mailto:info@tullowcs.ie)

Closing date for receipt of applications is 12 noon 11th July 2025.

Shortlisting may apply and only shortlisted candidates will be contacted.

Late applications will not be considered.

Canvassing will disqualify.

Garda vetting will apply in respect of this position.

The salary scale for the position is the Salary Scale for School Secretaries (Department of Education circular letter 20/2025) and pro-rated for part-time working.

#### APPLICATION REQUIREMENTS

- 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:** 91356F  
**Apply To:** Secretary  
Board of Manangement  
Tullow Community School  
The Mullawn  
Rathoe Rd  
Tullow  
R93 DT20  
**County:** Carlow  
**Enquiries To:** [info@tullowcs.ie](mailto:info@tullowcs.ie)  
**Website:** <https://www.tullowcommunityschool.ie>  
**Further Information:** <https://tullowcs.ie>

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