

ID FÃ©GRA 241999

RÃ©nna / RiarthÃ©ir

Calasactius College

Oranmore

<https://www.calasactius.ie>

PRÃ©OMHSHONRAÃ©

StÃ¡das:	GnÃ©mhach
LeibhÃ©al:	Iarbhunscoil
DÃ¡ta PostÃ¡ilte:	MÃ¡irt IÃ©il 29 2025
SpriocdhÃ¡ta le haghaidh larratas:	DÃ©ar LÃ©n 7 2025
StÃ¡das an Phoist:	PÃ¡irtaimseartha
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	16

SONRAÃ© SCOILE

CineÃ¡il Scoile: MeÃ¡nscoil

SONRAÃ© AN PHOIST

Eolas Breise:

Applications with CV and required documents and by email only to recruitment@calasactius.ie with "Administrative assistant" as the exact subject title and nothing else in the subject of the email.

Please note that all documents submitted MUST be as attachments to your email. No other format, such as shared links, is acceptable. Document format must be either Microsoft Word, Adobe PDF or JPEG.

Only those applicants who submit all requested documents will be considered.

This vacancy will be available subject to Board of Management and approval and will commence in the 2025/2026 school year.

The hours of attendance are from 0900-1300hrs from Monday to Thursday inclusive.

Applicants MUST be skilled in the use of Word, Excel, Outlook, and it is desirable that they are skilled in using Microsoft Teams, OneNote, Bookings and Planner. Applicants must have excellent administrative and team-working skills as well as a high level of proficiency in note-taking and typing.

The successful applicant will report to the principal and will be required to undertake such duties as are assigned by the principal. The primary function of the role will be to provide administrative support for the operation of the school.

Shortlisting may occur. Only those shortlisted will be contacted. Provisional interview date is 11 or 12 August 2025. No changes of date or time for persons invited for interview can be accommodated. Interviews will be in-person only and will be held in the school.

Applicants must be vetted by the National Vetting Bureau before commencement of work or must hold a recent vetting and complete a form of undertaking and statutory declaration.

Any offer of employment is subject to verification of the details provided by the candidate. All candidates are required to answer truthfully at all times. This, and the preceding conditions, are

among the requirements for a contract of employment to be offered. Details of conditions and requirements will be given to the successful candidate.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Digiteach)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	631001
Cuir Iarratas Chuig:	recruitment@calasanctius.ie
Contae:	Gaillimh
Suíomh Grádasáin:	https://www.calasanctius.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áoslá d áil, a cháipe áil n á a á s áid chun cr áocha ar bith eile, lena n- á jir á tear a macasamhl á ar shuíomhanna gr á as á in earca á ochta agus fá gra á ochta eile, gan cead sainrá jite i scr á bhinn a fh á jil roimh r á á IPPN.