

ID FÃ©GRA 242183

## RÃ©naÃ© / RiarthÃ©ir

## St Aloysius' Secondary School

St. Aloysius School St Maries of the Isle Sharman Crawford Street Cork T12RK03  
<https://www.stalscork.com>

## PRÃ©OMHSHONRAÃ©

StÃ¡das:	GnÃ©mhach
LeibhÃ©al:	Iarbhunscoil
DÃ¡ta PostÃ¡ilte:	DÃ©ar IÃ©il 31 2025
SpriocdhÃ¡ta le haghaidh larratas:	Luan LÃ©n 11 2025
StÃ¡das an Phoist:	Conradh PÃ©irtaimseartha Rialta
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	20

## SONRAÃ© SCOILE

CineÃ¡il Scoile:	MeÃ©inscoil
StruchtÃ©r na Scoile:	CailÃ©nÃ©
Rolla Reatha:	320
Scoil Droichead:	TÃ©

## SONRAÃ© AN PHOIST

## Eolas Breise:

St Aloysius School is seeking a secretary/administrator for 20 hours per week. The days and times of work will be agreed with the successful candidate, but they must be available to work a full school day on Tuesdays.

The suitable candidate will be an integral part of the school community and will work directly with the existing secretarial staff. The primary function of the role will be to provide administrative support for the operation of the school.

The successful candidate will undertake duties consistent with the role of School Secretary. Applicants must be skilled in the use of Word, Excel and Gmail. It is desirable that they are skilled in using VSWare, PPOD and Unique school app but training will be provided in the use of these.

Applicants must have excellent administrative and team-working skills as well as a high level of attention to detail and the utmost levels of discretion and professionalism in their work.

The successful applicant will report to the principal and will be required to undertake such duties as are assigned by the principal.

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

Note that all newly recruited secretaries must be employed under the terms and conditions of Circular 0020/2025. The appointed candidate will commence at point 1 of the salary scale unless they have previous recognised experience as a School Secretary.

## RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhála.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost
- Litir

**CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO**

<b>Uimhir Rolla:</b>	62630J
<b>Cuir Iarratas Chuig:</b>	A Letter of Application, with an up-to-date CV including details of referees should be forwarded to: The Secretary, Board of Management, St Aloysius School, Sharman Crawford St., Cork City, T12RK03. Applications may also be emailed to <a href="mailto:principal@stalscork.com">principal@stalscork.com</a>  Closing date for receipt of applications is Monday 11th August 2025 @ 4 pm.
<b>Contae:</b>	Corcaigh
<b>Ceisteanna Chuig:</b>	<a href="mailto:dp@stalscork.com">dp@stalscork.com</a>
<b>Suíomh Grádasáin:</b>	<a href="https://www.stalscork.com">https://www.stalscork.com</a>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadú le haghaidh áisáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláid, a chéipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlú ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.