

ADVERT ID 244748

Secretary / Administrator

Coláiste Daibhéid,

Buckingham House Sawmill Street Cork T12 VP03
<https://www.corketb.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Sep 18 2025
Application Closing Date: Thu Oct 2 2025
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 17.5

SCHOOL DETAILS

Gaelcholáiste

POST DETAILS

Additional Information:
PERMANENT / PART TIME CLERICAL OFFICER
(GRADE III)

Location: Coláiste Daibhéid, Sawmill Street, Ballintemple, T12 VP03

Applications are invited from suitably qualified person(s) for the Permanent Part-Time contract of employment with Colaiste Daibheid.

A Proficient Level of the Irish Language is desirable for this role.

Cork ETB operates an online recruitment system. Please visit the Recruitment section of www.corketb.ie where you will find the link to the recruitment website. Completed application forms should be submitted online no later than 12 noon on Thursday 02nd October 2025.

Queries can be directed to Recruit@corketb.ie or call 021-4907106.

Shortlisting may apply
Canvassing by or on behalf of the applicant will automatically disqualify
Late applications will not be accepted.

CORK ETB IS AN EQUAL OPPORTUNITIES EMPLOYER
Cuirfear fáilte roimh iarratais i nGaeilge.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- External Application Form

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number: 71124S

Apply To: Cork ETB operates an online recruitment system. Please visit the Recruitment section of www.corketb.ie where you will find the link to the recruitment website. Completed application forms should be submitted online no later than 12 noon on Thursday 02nd October 2025

County: Cork

Enquiries To: recruit@corketb.ie

Website: <https://www.corketb.ie>

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