

ADVERT ID 247277

Secretary / Administrator

Coláiste Daibhéid,

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

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Dec 10 2025
Application Closing Date: Mon Jan 5 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 17.5
This is a readvertisement

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: Applications are invited from suitably qualified person for the position of Clerical Officer - Grade III

Contract Type: Permanent Part time 17.5 h.p.w

Application Requirements: Apply via the recruitment section of the Cork Education & Training Board website at www.corketb.ie/recruitment

Cork ETB operates an on-line recruitment system. Application forms and full details of the vacancy may be found on www.corketb.ie/recruitment. Application forms should be submitted online no later than Monday, 05th January 2026 at 12 noon. Please search for Vacancy ID 054646 - Clerical Officer - Coláiste Daibhéid, Cork City.

County: Cork

Enquiries To: recruit@corketb.ie

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

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.