

ID FÃ©GRA 254634

RÃ©naÃ©

St Josephs NS

Dromore Bantry P75 VX24
<https://www.dromorens.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Luan Meith 8 2026
SpriocdhÃ©ta le haghaidh Iarratas:	Luan Meith 22 2026
DÃ©ta Tosaithe:	Luan LÃ©n 17 2026
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall Foirne MÃ©inteoireachta:	6
Rolla Reatha:	68
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

Please write 'Secretary Application' in the subject bar of the email

This is a permanent part-time post for 15 hours per week. Working hours will be agreed with the successful candidate and the Board of Management and may be subject to the needs of the school.

The successful candidate will work closely with the Principal, staff and Board of Management and will play an important role in supporting the day-to-day administration of the school.

Experience with school administration systems such as Aladdin, POD and OLCS would be advantageous but are not essential.

The successful candidate will be expected to demonstrate excellent organisational, administrative and communication skills, a high level of professionalism and discretion, and a commitment to maintaining confidentiality and GDPR requirements.

Appointment will be subject to satisfactory references, current Garda Vetting requirements and Occupational Health Screening.

The position is subject to the terms and conditions applicable to Department of Education funded School Secretaries, including the provisions of relevant Department Circulars.

[TÃ© sÃ© riachtanach go mbeadh DearbhÃ© ReachtÃ©il bailÃ© ag an duine a cheapfar agus go gcomhlÃ©nÃ©dh siad an Fhoirm Ghealltanais nuair a thairgfear fostaÃ©ocht dÃ©ibh sa phost seo.](#)

RIACHTANAIS IARRATAIS

- Litir Iarratais
- CV (Digiteach)

Is fáilidir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 13095L
Cuir Iarratas Chuig: vacanciesdromore@gmail.com
Contae: Corcaigh
Suíomh Gráasáin: <https://www.dromorens.ie>
Tuilleadh Eolais: <https://www.dromorens.ie/>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadnó le haghaidh áisáide ag cuardaitheoir post amháin. Níl fáilidir an fhaisnéis atá ann a áosáidáil, a cháipeáil ná a áisáid chun críochoa ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaóochta agus fágraóochta eile, gan cead sainráite i scrábhinn a fháil roimh rólá IPPN.