

ADVERT ID 227434

## Secretary

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### Coachford NS

Coachford NS Coachford P12TW53  
<https://www.coachfordnationalschool.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed Nov 13 2024 09:12:46  
**Application Closing Date:** Wed Nov 27 2024  
**Commencement Date:** Tue Jan 7 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 8  
**Droichead school:** Yes

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#### POST DETAILS

**Panel of Applicants:**

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:**

Coachford NS invites applications for the School Secretary position. This permanent position requires 25 hours of work per week (Monday to Friday) and has full approval from the Department of Education as outlined in Circular 36/2022.

**Skills and Experience Required**

- Excellent interpersonal, organisational, and communication skills
- Proficiency in typing, IT skills and high attention to detail
- Ability to work independently, use initiative and collaborate effectively within a team.
- Willingness to upskill as needed
- Positive attitude, with a commitment to the school's values and a readiness to contribute to its development
- Garda Vetting and completion of TUSLA and Child Protection Training
- Experience in a school setting is advantageous

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 14022M

**Apply To:** The designated email address for applications is coachfordnsjobs24@gmail.com. Applications should be sent via email addressed to Chairperson BOM, with "Secretary Application" in the subject line.

**County:** Cork

**Enquiries To:** [sodriscoll@coachfordnationalschool.ie](mailto:sodriscoll@coachfordnationalschool.ie)

**Website:** <https://www.coachfordnationalschool.ie>

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