

ADVERT ID 232983

Secretary / Administrator

Tarbert Comprehensive School

Kilpadogue Tarbert Listowel V31 WD66
<https://www.tarbertcomprehensive.ie>



Tarbert Comprehensive School

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Apr 28 2025 12:15:48
Application Closing Date: Fri May 16 2025
Commencement Date: Mon Aug 18 2025
Status of Post: Fixed Purpose
Number of Vacancies: 1
Number of hours per week: 17.5

SCHOOL DETAILS

Current Enrolment: 527

POST DETAILS

Additional Information:

The Board of Management of Tarbert Comprehensive School invites applications for the position of Clerical Officer/Secretary. This position will take effect from Monday, 18 August 2025. It is a part-time position (17.5 hours per week), employed directly by the School, operating on a fortnightly rotating schedule (Monday to Wednesday – week 1, Thursday to Friday – week 2). The role will have a strong focus on financial management, payroll, budgeting and the administration of School accounts. Applicants must have extensive prior experience in financial administration, with a proven ability to manage budgets, oversee financial reporting and operate payroll and accounts systems to a high standard. Proficiency in financial software packages, such as BrightBooks, ODB or Sage, alongside strong IT skills (particularly in MS Office and Excel), is essential.

In addition, candidates must demonstrate excellent organisational abilities, attention to detail and interpersonal skills suited to a busy school office environment. This is a finance-intensive role and would suit applicants with a strong background in accounts and financial administration. A detailed job description and application form are available at www.tarbertcomprehensive.ie – under the Policies & Publications – Application Forms tabs. Please apply by completing the appropriate application form and emailing it to admin@tarbertcs.ie, marked for the attention of the Principal. Please include two written references. The closing date for receipt of applications is Friday, 16 May 2025 at 12 noon. Shortlisting may apply. Garda vetting will apply for this position. The salary scale for the position is in accordance with the Department of Education pay scale as detailed in Circular 0019/2025.

APPLICATION REQUIREMENTS

- References (written)
- External Application Form

Applications may be submitted by

- Email
- Post

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 81006S
Apply To: Kilpadogue
Tarbert
Listowel
V31 WD66
County: Kerry
Enquiries To: admin@tarbertcs.ie
Website: <https://www.tarbertcomprehensive.ie>
Further Information: <https://www.tarbertcomprehensive.ie/application-forms/>

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