

ADVERT ID 80404 *

Secretary / Administrator

The High School

Mr G A Forrest Principal The High School Danum Zion Road Rathgar Dublin 6
<https://www.highschoolublin.com>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Mar 6 2017 12:17:49
Application Closing Date: Fri Mar 31 2017
Commencement Date: Mon Apr 24 2017
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Voluntary Secondary School
Trustees: Governors of the Erasmus Smith Trust (under Protestant management)
School Structure: Co-Educational

POST DETAILS

Additional Information: The High School is a Church of Ireland co-educational day school consisting of 700 pupils with a well-established record as one of the leading secondary schools in Ireland. The position of Executive Assistant has been specifically designed to provide comprehensive and dedicated professional support to the Principal as The High School enters the next stage of its development; applications from suitably qualified persons are invited.

The person appointed to this position will report directly to the Principal. They will have primary responsibility for providing a wide range of professional support to the Principal as well as managing all aspects of the administrative process via the Office at The High School.

The successful candidate will have excellent and proven: planning, organizational, and administrative skills; high-level communication and inter-personal skills; relevant office, event, and project management experience; and an ability to work with a wide range of internal and external stakeholders.

Candidates should submit a covering letter and detailed CV with the names, addresses, and telephone numbers of three professional referees to the Principal at recruitment@highschoolublin.com before 12.00 noon on Friday, 31st March 2017.

The High School is an equal opportunities employer.

www.highschoolublin.com

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60670L
Apply To: Mr G A Forrest
Principal
The High School
Danum
Zion Road
Rathgar
Dublin 6
County: Dublin
Email Address: recruitment@highschooldublin.com
Phone:
Website: <https://www.highschooldublin.com>

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