

ADVERT ID 86975 *

Secretary / Administrator

Willow Park School

FAO: Alan Rogan Address: Willow Park School, Rock Road, Blackrock, Co. Dublin

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Sat Jun 17 2017 23:07:36
Application Closing Date: Mon Jun 26 2017
Commencement Date: Mon Jul 10 2017
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Voluntary Secondary School
Trustees: ET
School Structure: Boys
Boarding School

POST DETAILS

Additional Information: Position: School Registrar
Where: Blackrock College & Willow Park School

The Registrar will manage all enrolment procedures on campus. Communication and interpersonal skills essential. Administrative and IT skills a must. The position requires an experienced, trustworthy person who has initiative, flexibility and energy. Attractive package for the right person.

All applications (including CV etc) via e-mail. Closing date for all applications 26th June 2017
Contact: arogan@willowparkschool.ie

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60040B
Apply To: FAO: Alan Rogan
Address: Willow Park School, Rock Road, Blackrock, Co. Dublin
County: Dublin
Email Address: arogan@willowparkschool.ie
Phone:

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