

ADVERT ID 106830 *

Secretary / Administrator

Ballymakenny College

FAO: recruitment@ballymakennycollege.ie The closing date for email applications is 27/6/18 at 3pm. No late applications will be accepted. Online applications only. Do not post or hand in application forms.

<https://www.ballymakennycollege.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Thu Jun 21 2018 12:43:34
Application Closing Date:	Wed Jun 27 2018
Commencement Date:	Tue Aug 21 2018
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	12

SCHOOL DETAILS

School Type:	Community School
Trustees:	LMETB & Educate Together
School Structure:	Co-Educational

POST DETAILS

Additional Information:	<p>The Board of Management of Ballymakenny College invites applications from suitably qualified, experienced candidates for the position of Clerical Officer / Administrator.</p> <p>This is a part-time position funded by the Board of Management.</p> <p>Job description, Competencies and Application Form available for download on www.ballymakennycollege.ie . Shortlisting will apply.</p> <p>Salary at Grade III level subject to skills, experience and qualifications.</p> <p>Application Forms are available from our website in the Recruitment Section.</p> <p>Applications to be returned by email only to: recruitment@ballymakennycollege.ie</p> <p>The closing date for email applications is 27/6/18 at 3pm.</p> <p>No late applications will be accepted. Online applications only. Do not post or hand in application forms.</p> <p>Canvassing will disqualify.</p> <p>Interviews will take place week of 30th July 2018. Only shortlisted candidates will be notified of interview.</p> <p>Ballymakenny College is an Equal Opportunities Employer.</p>
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APPLICATION REQUIREMENTS

- [Standard Application Form](#)

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number: 91573n
Apply To: FAO: recruitment@ballymakennycollege.ie
The closing date for email applications is 27/6/18 at 3pm.
No late applications will be accepted. Online applications only. Do not post or hand in application forms.
County: Louth
Email Address: recruitment@ballymakennycollege.ie
Phone:
Website: <https://www.ballymakennycollege.ie>

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