

ADVERT ID 115083

Secretary / Administrator

Sandford Park School

Sandford Road Ranelagh
<https://www.sandfordparkschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Jan 18 2019 14:14:33
Application Closing Date: Mon Jan 28 2019
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 39

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational

POST DETAILS

Additional Information: School administrator with exceptional IT and office skills required. Experience of working in a busy post primary school environment an advantage. Ability to work on own initiative is essential. Short listing may apply and only short listed candidates will be contacted. This is a school paid position. Garda vetting will be required.
Applications by email only to sandfordpark31@gmail.com by midday on the closing date.

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: 60640C
Apply To: Principal
Sandford Park School
Sandford Road
Ranelagh
County: Dublin
Postal District: Dublin 6
Enquiries To: sandfordpark31@gmail.com
Website: <https://www.sandfordparkschool.ie>

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