

ADVERT ID 115246

Secretary / Administrator

Clonkeen College

Clonkeen Road Blackrock Co. Dublin Blackrock
<https://clonkeencollege.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Jan 29 2019 17:43:20
Application Closing Date: Wed Feb 13 2019
Commencement Date: Wed May 1 2019
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 19.5

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information: Position: Job Share School Administrator.
School Administrator with exceptional IT and Office skills required. Experience of working in a busy post-primary school environment an advantage. High quality interpersonal skills and ability to work on own initiative are essential. Short-listing may apply and only short-listed candidates will be contacted. This is a school-paid position. Garda vetting will be a requirement.
Applications by email only to reception@clonkeencollege.ie 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:	60092U
Apply To:	Clonkeen Road Blackrock Co. Dublin Blackrock
County:	Dublin
Postal District:	County Dublin
Enquiries To:	reception@clonkeencollege.ie 012892709
Website:	https://clonkeencollege.ie

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