

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>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.