

ADVERT ID 115316

Secretary / Administrator

Coolmine Community School

Clonsilla Dublin 15 Blanchardstown
<https://www.coolminecs.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Feb 4 2019 16:55:43
Application Closing Date: Wed Feb 13 2019
Commencement Date: Mon Feb 25 2019
Status of Post: RPT Contract
Number of Vacancies: 1
Number of hours per week: 33

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 1050

POST DETAILS

Additional Information: A comprehensive range of skills including Payroll software and PAYE modernisation; OLCS, competency in MS Office (Word, Excel, Outlook etc), Reception duties and general office skills.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

Telephone enquiries welcome

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 913150
Apply To: Secretary, Board of Management,
Coolmine Community School,
Clonsilla
Dublin 15
County: Dublin
Postal District: Dublin 15
Enquiries To: Phoran@coolminecs.ie
01-8214141
Website: <https://www.coolminecs.ie>

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