

ADVERT ID 115799

Secretary / Administrator

Le Cheile Secondary School

Hollystown Road Tyrrelstown
<https://www.lecheilesecondaryschool.ie>



Le Chéile Secondary School

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Sun Mar 10 2019 19:39:44
Application Closing Date: Wed Mar 20 2019
Commencement Date: Mon Apr 1 2019
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 900
Droichead school: Yes

POST DETAILS

Additional Information: Applications are invited for this part time and term time Secretarial position. Applicants must have experience of working in a busy office environment, have excellent administration skills and inter-personal skills. Experience of working in a secondary school using VS Ware preferred. Previous experience with SAGE and TAS also an advantage. The successful candidate must be willing to undergo vetting through the National Vetting Bureau or have a recent satisfactory vetting outcome through the National Vetting Bureau. The Board of Management of Le Chéile Secondary School is an equal opportunities employer.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	68083N
Apply To:	Hollystown Road Tyrrelstown
County:	Dublin
Postal District:	Dublin 15
Enquiries To:	a.moran@lecheilesecondaryschool.ie 018227181
Website:	https://www.lecheilesecondaryschool.ie
Further Information:	https://www.lecheilesecondaryschool.ie

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