

ADVERT ID 115956

## Secretary / Administrator

### Trinity Comprehensive School

Main Street Ballymun Dublin 9 D09TN22  
<https://www.trinitycomp.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Mar 21 2019 11:41:39  
**Application Closing Date:** Thu Mar 28 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 25

#### SCHOOL DETAILS

**School Type:** Comprehensive School  
**Current Enrolment:** 512

#### POST DETAILS

**Additional Information:** Your role will be as Attendance Promoter, which will involve Attendance Promotion and Returns, Administration duties and various other duties attached to attendance improvement and promotion

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	81017A
<b>Apply To:</b>	Main Street Ballymun Dublin 9 D09TN22
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 9
<b>Enquiries To:</b>	<a href="mailto:principal@trinitycomp.ie">principal@trinitycomp.ie</a> 01 8428356
<b>Website:</b>	<a href="https://www.trinitycomp.ie">https://www.trinitycomp.ie</a>

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