

ADVERT ID 117477

Secretary

Mount Anville Montessori Junior School

Mount Anville Road Dublin 14 N/A D14A8P3
<https://www.mountanvillemjs.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 2 2019 13:48:42
Application Closing Date: Thu May 16 2019
Commencement Date: Mon Aug 12 2019
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Girls with Infant Boys
School Patronage: Private
Total No. of Teaching Staff: 25
Current Enrolment: 450

POST DETAILS

Additional Information: Mount Anville Montessori Junior School is a private Sacred Heart Catholic School from age 2½-12 years.
Hours: 8.00 - 4pm
Excellent interpersonal and communication skills
Excellent Computer skills including Office 365, Data base & Digital Media
Previous experience in administration role

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 00009X
Apply To: FAO : The Chairperson
Board of Management
Mount Anville Montessori Junior School
Mount Anville Road
Dublin 14
D14A8P3
County: Dublin
Postal District: Dublin 14
Enquiries To: admin2@mountanvillemjs.ie
01 2885313
Website: <https://www.mountanvillemjs.ie>

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