

ADVERT ID 122825

Secretary / Administrator

Galway Educate Together Secondary School

Grianach House Murrough Galway H91 YTR6
<http://galwayetss.ie/Vacancies/Index.html>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Jun 17 2019 18:42:22
Application Closing Date: Tue Jun 25 2019
Commencement Date: Mon Aug 12 2019
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Voluntary Secondary School
Current Enrolment: 48

POST DETAILS

Additional Information: Galway Educate Together Secondary School is a new school opening 2019. An experienced post-primary school administrator is now sought with excellent IT, office and accounts skills (20-25 hours per week - to be confirmed). Ability to work on own initiative and attention to detail are essential. Shortlisting may apply and only shortlisted candidates will be contacted. This is a school paid position. Garda vetting will be required. Applications by email only to getsrecruitment@gmail.com by 5.00pm June 25th 2019.

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: 68347V
Apply To: Email only to getsrecruitment@gmail.com
County: Galway
Enquiries To: getsrecruitment@gmail.com
086 7793259
Website: <http://galwayetss.ie/Vacancies/Index.html>
Further Information: <https://www.galwayetss.ie/recruitment.html>

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