

ADVERT ID 127458

Secretary / Administrator

Midleton C.B.S. Secondary School

Castleredmond Midleton Co. Cork Midleton P25 C951
<https://www.midletoncbs.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Sep 10 2019
Application Closing Date: Fri Sep 20 2019
Commencement Date: Tue Oct 1 2019
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 945
Droichead school: Yes

POST DETAILS

Additional Information:

Candidates should be proficient in office management systems including Microsoft Word and Excel. Knowledge of Sage Accountancy package is desirable.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62360G
Apply To: Castleredmond
Midleton
Co. Cork
Midleton
P25 C951
County: Cork
Enquiries To: office@midletoncbs.ie
(021) 4631555
Website: <https://www.midletoncbs.ie>

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