

ADVERT ID 129475

Secretary / Administrator

CBS Secondary New Ross

Mountgarrett New Ross Y34 WR12
<https://cbsnewross.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Nov 4 2019 09:47:52
Application Closing Date: Mon Nov 11 2019
Commencement Date: Mon Dec 9 2019
Status of Post: Substitute
Number of Vacancies: 1
Number of hours per week: 32

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 360
Droichead school: Yes

POST DETAILS

Additional Information: This position will cover a temporary sick leave for 12 weeks. Previous experience as school secretary is desirable. Experience of Sage MicroPay is essential.
This position requires excellent people skills and a positive friendly disposition.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	63600F
Apply To:	Mr. Pat Rossiter Principal CBS Secondary Mountgarrett New Ross Y34 WR12
County:	Wexford
Enquiries To:	principal@cbsnewross.ie (051) 421384
Website:	https://cbsnewross.ie

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.