

ADVERT ID 129535

## Secretary / Administrator

### The Abbey School

Station Road Tipperary Town Tipperary E34 PD87  
<https://www.abbeyschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Nov 4 2019  
**Application Closing Date:** Fri Nov 15 2019  
**Commencement Date:** Mon Dec 9 2019  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**Current Enrolment:** 354  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Term of Contract: 9th December 2019-26th June 2020  
 Experience in the following is desirable: Accounts Software SAGE 50 or similar, Payroll (SAGE Quickpay), Revenue(RCT & VAT), Online Banking, Online Payment System, Budgeting, DES OLCS & PPOD, Office 365 and Office Management Skills.  
 Two written references are requested.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 65490L  
**Apply To:** Station Road  
Tipperary Town  
Tipperary  
E34 PD87  
**County:** Tipperary  
**Enquiries To:** [abbeyoffice@eircom.net](mailto:abbeyoffice@eircom.net)  
(062)52299  
**Website:** <https://www.abbeyschool.ie>

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