

ADVERT ID 131798

## Secretary / Administrator

### Stepaside Educate Together Secondary School

Ballyogan Road Leopardstown Dublin 18 D18 VEAO  
<https://www.stepsideetss.ie>



Stepaside ETSS  
Educate Together Secondary School

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Feb 6 2020 11:52:21  
**Application Closing Date:** Fri Feb 14 2020  
**Commencement Date:** Mon Feb 24 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 16

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 580  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Secretarial, receptionist and accounts duties from 12.30 pm to 4.30pm Monday, Tuesday, Thursday and Friday. Days and hours can be flexible for the right candidate.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 68241F  
**Apply To:** Stepside Educate Together Secondary School  
Belarmine Vale  
Stepaside  
Dublin 18  
**County:** Dublin  
**Postal District:** Dublin 18  
**Enquiries To:** [recruitment@stepasideetss.ie](mailto:recruitment@stepasideetss.ie)  
012907404  
**Website:** <https://www.stepasideetss.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.