

ADVERT ID 131846

## Secretary / Administrator

### Mount Sion CBS Secondary School

Barrack Street Waterford City X91 FK30  
<https://www.mountsioncbssecondary.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Feb 13 2020  
**Application Closing Date:** Wed Feb 26 2020  
**Commencement Date:** Thu Mar 19 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 15

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Boys  
**Current Enrolment:** 467  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

General office administration from 8.30 a.m to 11.30 a.m Monday to Friday. This is a part time position , thirty eight weeks per year. Previous work in a school setting is beneficial but not essential. Garda Vetting will be required.

#### 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

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 64930I  
**Apply To:** The Secretary ,Board of Management  
Mount Sion C.B.S.  
Barrack Street  
Waterford City  
X91 FK30  
**County:** Waterford  
**Enquiries To:** [info@mountsioncbssecondary.ie](mailto:info@mountsioncbssecondary.ie)  
051377378  
**Website:** <https://www.mountsioncbssecondary.ie>

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