

ADVERT ID 132620

## Secretary / Administrator

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### St Angela's College

St Patrick's Hill Cork T23EA33  
<https://www.stangelacollege.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Fri Apr 3 2020 18:11:45  
**Application Closing Date:** Fri Apr 17 2020  
**Commencement Date:** Mon May 4 2020  
**Status of Post:** Maternity Leave - Fixed Term  
**Number of Vacancies:** 1  
**Number of hours per week:** 30

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Girls  
**Current Enrolment:** 602  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** The role offers candidates an opportunity to work in an engaging office environment.  
1. The suitable candidate must demonstrate experience of working in a school and/or similar environment.  
2. A minimum of 3 years experience is required.  
3. St Angela's College is an equal opportunities employer.  
4. Garda Vetting will apply, canvassing will disqualify. Shortlisting may apply.  
5. Full job specification and details are available on our school website at <https://stangelacollege.ie/recruitment>

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	62640M
<b>Apply To:</b>	St Patrick's Hill Cork T23FXY8
<b>County:</b>	Cork
<b>Enquiries To:</b>	<a href="mailto:staffrecruitment@stangelacollege.ie">staffrecruitment@stangelacollege.ie</a> 0214500059
<b>Website:</b>	<a href="https://www.stangelacollege.ie">https://www.stangelacollege.ie</a>
<b>Further Information:</b>	<a href="https://www.stangelacollege.ie">https://www.stangelacollege.ie</a>

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