

ADVERT ID 137595

Secretary

St. Peter's School, Rathgar

59 Orwell Road Rathgar Dublin 6 Dublin D06 X594.
<https://stpeterssch.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Jun 24 2020 15:57:06
Application Closing Date: Fri Jul 17 2020
Commencement Date: Mon Aug 31 2020
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 10
Current Enrolment: 60
Droichead school: Yes

POST DETAILS

Additional Information: St. Peter's School, Rathgar seeks to appoint a school secretary for a ten month fixed term position. The successful candidate must have experience of working in a busy office environment and be familiar with payroll and accounts software packages. Induction will be provided prior to commencement. The hours will normally be from 8.30am to 3.30pm Monday to Friday

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18904U
Apply To: 59 Orwell Road
Rathgar
Dublin 6
Dublin
County: Dublin
Postal District: Dublin 6W
Enquiries To: vacancies.stpeters@outlook.com
014999300
Website: <https://stpeterssch.ie>

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