

ADVERT ID 137922

Secretary / Administrator

Kildare Town Community School

Dunmurray Road Kildare Town Kildare
<https://www.ktcs.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Jun 29 2020 10:46:56
Application Closing Date: Wed Jul 15 2020
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 907
Droichead school: Yes

POST DETAILS

Additional Information: Kildare Community School, Dunmurry Rd, Crockanure Glebe, Co. Kildare invites applications for the position of Clerical Officer/Book Keeper. This is a full time position.

Applicants must have a minimum of 4 years' experience in a administrative/book keeping capacity, have excellent organisation, IT (MS Office, OLCS) and interpersonal skills. Applicants must have experience with managing accounts, budgeting and experience with Surf Financial package is desirable but not essential.

Letter of Application, with CV and two recent references should be forwarded to:

The Secretary, Board of Management, Kildare Town Community School Dunmurry Rd, Crockanure Glebe, Co. Kildare, R51 D288

Closing date for receipt of applications is Wednesday 15th July 2020.

Shortlisting may apply.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91530S
Apply To: Dunmurray Road
Kildare Town
Kildare
County: Kildare
Enquiries To: info@ktcs.ie
045 535228
Website: <https://www.ktcs.ie>

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