

ADVERT ID 138252

Secretary / Administrator

Rockbrook Park School

Edmondstown Road Rathfarnham, Dublin
<https://www.rockbrook.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jul 2 2020 13:06:07
Application Closing Date: Fri Jul 17 2020
Commencement Date: Mon Aug 17 2020
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 180
Droichead school: Yes

POST DETAILS

Additional Information: Position to be filled part-time initially (3 days a week), building to full-time. Relevant experience in second-level educational sector advantageous.

The School Secretary/Administrator is at the centre of the administrative hub of the school and school community and works closely with school leadership, teachers, other administrative staff, students and parents, taking responsibility for a broad variety of important secretarial and administrative support functions, and coordinating the workflow and wide range of activities processed through the main school office.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60321J

Apply To: Letter of Application, CV and recent references should be emailed to principal@rockbrook.ie

County: Dublin

Postal District: Dublin 16

Enquiries To: principal@rockbrook.ie

Website: <https://www.rockbrook.ie>

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