

ADVERT ID 138252

## Secretary / Administrator

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### Rockbrook Park School

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

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#### 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

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#### SCHOOL DETAILS

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

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#### 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](mailto:principal@rockbrook.ie)

**County:** Dublin

**Postal District:** Dublin 16

**Enquiries To:** [principal@rockbrook.ie](mailto:principal@rockbrook.ie)

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

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