

ADVERT ID 138703

## Secretary / Administrator

### Stepaside Educate Together Secondary School

Ballyogan Road Leopardstown Dublin 18 D18 VEAO  
<https://www.stepasideetss.ie>



Stepaside ETSS  
Educate Together Secondary School

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Jul 8 2020 15:45:08  
**Application Closing Date:** Fri Jul 17 2020  
**Commencement Date:** Wed Aug 5 2020  
**Status of Post:** RPT Contract  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 580  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Stepside Educate Together Secondary School is a developing school entering it's fifth year. Currently the school has 330 students and will eventually have 1,000 students. If you want to be at the centre of a school community, working closely with school leadership, teachers, students and parents, helping to build this school into a centre of excellence, we look forward to hearing from you.  
Experience in an administrative and book keeping capacity along with excellent organisational, IT (MS Office, OLCS) and good interpersonal skills is essential. Applicants should also have experience with managing accounts, budgeting and procurement.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	68241F
<b>Apply To:</b>	recruitment@stepasideetss.ie
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 18
<b>Enquiries To:</b>	<a href="mailto:recruitment@stepasideetss.ie">recruitment@stepasideetss.ie</a>
	012907404
<b>Website:</b>	<a href="https://www.stepasideetss.ie">https://www.stepasideetss.ie</a>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.