

ADVERT ID 139820

Secretary / Administrator

Christ King Girls' Secondary School

Half Moon Lane South Douglas Road Cork T12 R22C

<https://www.christkingschool.com>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Tue Jul 28 2020
Application Closing Date:	Fri Aug 7 2020
Commencement Date:	Mon Aug 17 2020
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	18

SCHOOL DETAILS

School Type:	Voluntary Secondary School
Current Enrolment:	780

POST DETAILS

Additional Information:

Christ King Secondary School, Cork invites applications from suitably qualified applicants to fill a part-time vacancy for the position of school secretary for the academic year 2020-2021.

The role will be multi-functional and varied depending on the requirements of the school. File management using google drive would be beneficial.

Deadline for receipt of applications is 12 noon on Friday, 7th August 2020.

Shortlisting may apply. Only shortlisted candidates will be contacted.

The position is subject to the successful completion of Garda Vetting.

Applications by email only.

The Board of Management of Christ King Secondary School is an equal opportunities employer.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 62692I
Apply To: Half Moon Lane
South Douglas Road
Cork
T12 R22C
County: Cork
Enquiries To: principal@christkingschool.com
0214961448
Website: <https://www.christkingschool.com>
Further Information: <https://www.christkingschool.com>

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