

ADVERT ID 139968

Secretary / Administrator

Meán Scoil Mhuire

5 St. Joseph's Road Longford N39 H6R2
<https://www.scoilmhuirelongford.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jul 30 2020 10:21:27
Application Closing Date: Tue Aug 11 2020
Commencement Date: Mon Aug 17 2020
Status of Post: Substitute
Number of Vacancies: 1
Number of hours per week: 18

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 600
Droichead school: Yes

POST DETAILS

Additional Information: Meán Scoil Mhuire seeks a part-time receptionist/secretary to fulfil a job sharing vacancy in the school. The suitable candidate must be competent, efficient and experienced in relation to office procedures and public relations, proficient in MS Office and in office-related IT skills including data management, GDPR procedures and general file management. Confidentiality and excellent attention to detail are important. Knowledge of DES administrative system is desirable. 2-3 days per week, 8:30-4:30pm.
Rate of pay as per Clerical Officer Grade 111, approx €11,500 per annum.
The proposed candidate must complete a successful Vetting process prior to appointment.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 63760E

Apply To: Principal Aoife Mulrennan,
Meán Scoil Mhuire,
5 St. Joseph's Road
Longford

Clearly write "Receptionist/Secretary Post" on the envelop.

County: Longford

Enquiries To: info@scoilmhuirelongford.ie

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

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