

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:** 596  
**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](mailto:info@scoilmhuirelongford.ie)

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

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