

ADVERT ID 141746

## Secretary / Administrator

### Gort Community School

Gort Co Galway Gort H91C9K1  
<https://www.gortcs.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Aug 26 2020  
**Application Closing Date:** Fri Oct 2 2020  
**Commencement Date:** Mon Oct 19 2020  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

#### SCHOOL DETAILS

**School Type:** Community School  
**School Structure:** Co-Educational  
**Current Enrolment:** 816  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

The Board of Management of Gort Community School wish to employ a school secretary. A detailed job description is available from [info@gortcs.com](mailto:info@gortcs.com).  
A letter of application, with an updated CV should be forwarded to , The Secretary , Board of Management, Gort Community School, Gort, Co. Galway.  
Shortlisting may apply. Garda vetting will apply in respect to this position.  
2 recently written references required.  
The salary scale will be accordance with the DES pay scale for a Grade III Clerical Officer.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 91498C  
**Apply To:** Gort  
Co Galway  
Gort  
H91C9K1  
**County:** Galway  
**Enquiries To:** [info@gortcs.com](mailto:info@gortcs.com)  
091 632163  
**Website:** <https://www.gortcs.com>

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