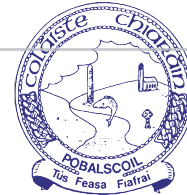


ADVERT ID 142416

Secretary / Administrator

Colaiste Chiarain

Celbridge Road Leixlip
<https://www.colaistechiarain.com>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Sep 9 2020 14:50:18
Application Closing Date: Fri Sep 18 2020
Commencement Date: Mon Oct 5 2020
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 18.5

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 620
Droichead school: Yes

POST DETAILS

Additional Information: Clerical Officer
Applications are invited from suitably qualified candidates for the position of Clerical Officer in Coláiste Chiaráin – Leixlip. The position is Permanent Wholetime - 18.5 hours per week. Responsibilities include accounts maintenance and preparation (Surf Accounts), preparation of wages and payroll (ODB), audit requirements, preparation of September & October returns, PPOD, general office administration, reception duties, etc. Further information and application form are available by emailing info@colaistechiarain.com. Please note that short listing may apply.
Closing date for applications is Friday, 18th September 2020 at 12 noon.

APPLICATION REQUIREMENTS

- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91371B
Apply To: Secretary of Board of Management
Coláiste Chiaráin
Celbridge Road
Leixlip
County: Kildare
Enquiries To: info@colaistechiarain.com
Website: <https://www.colaistechiarain.com>

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