

ADVERT ID 142604

Secretary / Administrator

Le Cheile Secondary School

Hollystown Road Tyrrelstown
<https://www.lecheilesecondaryschool.ie>



Le Cheile Secondary School

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Sep 14 2020
Application Closing Date: Mon Sep 21 2020
Commencement Date: Mon Sep 28 2020
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 35
This is a readvertisement

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 900
Droichead school: Yes

POST DETAILS

Additional Information:

Le Cheile Secondary School seeks a full time receptionist/secretary. 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.

The proposed candidate must complete a successful Vetting process prior to appointment.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Roll Number: 68083N
Apply To: Le Chéile Secondary School
Hollystown Road
Tyrrelstown
Dublin 15
County: Dublin
Postal District: Dublin 15
Enquiries To: vacancies@lecheilesecondaryschool.ie
018227181
Website: <https://www.lecheilesecondaryschool.ie>
Further Information: <https://www.lecheilesecondaryschool.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.