

ADVERT ID 142686

Secretary / Administrator

Sandford Park School

Sandford Road Ranelagh D06FN29
<https://www.sandfordparkschool.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Sep 16 2020
Application Closing Date: Wed Sep 23 2020
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Droichead school: Yes

POST DETAILS

Additional Information:

Experienced post-primary school administrator with excellent IT and office skills required. Knowledge of MS Office and excellent telephone manner as well as ability to work on own initiative and attention to detail are essential. Shortlisting may apply and only shortlisted candidates will be contacted. This is a school paid position. Garda Vetting will be required. Applications by email only to sandfordpark32@gmail.com by 5 pm on Wednesday 23rd September 2020.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60640C
Apply To: Sandford Road
Ranelagh
County: Dublin
Postal District: Dublin 6
Enquiries To: sandfordpark32@gmail.com
01 497 1417
Website: <https://www.sandfordparkschool.ie>

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