

ADVERT ID 142686

## Secretary / Administrator

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### Sandford Park School

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

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Sep 16 2020 14:10:30  
**Application Closing Date:** Wed Sep 23 2020  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational

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#### 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](mailto:sandfordpark32@gmail.com)  
01 497 1417  
**Website:** <https://www.sandfordparkschool.ie>

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