

ADVERT ID 143053

Secretary / Administrator

Edmund Rice College

Edmund Rice College Carrigaline P43XC84
<https://www.ercarrigaline.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Sep 24 2020 12:07:10
Application Closing Date: Fri Oct 2 2020
Commencement Date: Mon Oct 12 2020
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 28.5

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 574
Droichead school: Yes

POST DETAILS

Additional Information: Term time secretary required, 35 weeks per year. 8.15am - 3.15pm Monday, Tuesday, Thursday, Friday and 8.15am - 1pm Wednesday. Duties include answering phone, email and in person queries from parents, students and visitors, admin support for Principal and Deputy Principal and office administration. Experience of working in a secondary school office desirable.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	68264R
Apply To:	The Principal Edmund Rice College Carrigaline Co. Cork Cork P43XC84
County:	Cork
Enquiries To:	info@eccarrigaline.ie 0214373785
Website:	https://www.eccarrigaline.ie
Further Information:	https://www.eccarrigaline.ie

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