

ADVERT ID 143290

## Secretary / Administrator

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### Christ King Girls' Secondary School

Half Moon Lane South Douglas Road Cork T12 R22C  
<https://www.christkingschool.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Sep 30 2020 10:01:35  
**Application Closing Date:** Fri Oct 16 2020  
**Commencement Date:** Mon Oct 26 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 20  
This is a readvertisement

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#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**Current Enrolment:** 780

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#### POST DETAILS

**Additional Information:** Term time secretary required 35 weeks per year.  
8.30 am - 4:30 pm Thursday, Friday and 8.30 am - 4:30pm alternate Wednesdays.  
Duties include answering the phone, email, administrative duties associated with an in-school admin system and support for Principal and Deputy Principals.  
Experience of working in a secondary school office desirable but not essential.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	62692I
<b>Apply To:</b>	Half Moon Lane South Douglas Road Cork T12 R22C
<b>County:</b>	Cork
<b>Enquiries To:</b>	<a href="mailto:principal@christkingschool.com">principal@christkingschool.com</a> 0214961448
<b>Website:</b>	<a href="https://www.christkingschool.com">https://www.christkingschool.com</a>
<b>Further Information:</b>	<a href="https://www.christkingschool.com">https://www.christkingschool.com</a>

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