

ADVERT ID 145198

## Secretary / Administrator

### Meán Scoil Mhuire

5 St. Joseph's Road Longford  
<https://www.scoilmhuirelongford.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Sun Nov 15 2020 17:46:11  
**Application Closing Date:** Fri Nov 27 2020  
**Commencement Date:** Mon Jan 4 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL TYPE

**School Type:** Secondary School  
**Current Enrolment:** 600  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Meán Scoil Mhuire has a vacancy for a permanent school secretary from 4th January 2021. Suitable candidates must be Garda Vetted and must complete a Covid-19 training session prior to appointment. Please see information sheet and application form for more details. Late applications or incomplete applications will not be considered for the position. Candidates must use the associated application form only. Additional CVs or letters of application will not be considered. Canvassing will lead to disqualification.

#### APPLICATION REQUIREMENTS

- Online Application Form

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63760E  
**Apply To:** [recruitment@scoilmhuirelongford.ie](mailto:recruitment@scoilmhuirelongford.ie)  
Application forms available at the above link. Please read associated PDF information sheet prior to completion of application form.  
**County:** Longford  
**Phone:**  
**Email:** [recruitment@scoilmhuirelongford.ie](mailto:recruitment@scoilmhuirelongford.ie)  
**Website:** <https://www.scoilmhuirelongford.ie>  
**Further Information:** <https://scoilmhuirelongford.ie/Page/Recruitment/573/Index.html>

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