

ADVERT ID 156888

Secretary / Administrator

Bremore Educate Together Secondary School

Stephenstown Campus Balbriggan K32AD90

<http://bremoreetss.ie/>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Jul 26 2021
Application Closing Date: Fri Aug 6 2021
Commencement Date: Mon Aug 16 2021
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 25

SCHOOL DETAILS

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

POST DETAILS

Additional Information:

Bremore Educate Together Secondary School is a developing school which opened in August 2016. We are looking for an exceptional part time school administrator to work with the Principal and alongside the administration team in providing a range of supports to the school community as it grows over the coming years.

Experience of working in administration or as a PA as well as excellent organisation skill, telephone skills, ICT acumen and excellent written English are essential competencies. The ideal candidate will enjoy working in a dynamic school environment.

Garda Vetting will apply.

The Educate Together Blueprint for Second Level schools which outlines our ethos can be found here: <https://www.educatetogether.ie/sites/default/files/blueprint-final.pdf>

To apply: Please send a short letter of application saved as a PDF and a short and relevant CV, saved as a PDF to vacancies@bremoreetss.com

Please include the name/ role and mobile contact details for 2 professional and recent referees in your CV.

Please put 'Administrator' as the subject of your email.

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: 68262N
Apply To: Vacancies@bremoreetss.com
County: Dublin
Postal District: County Dublin
Enquiries To: Vacancies@bremoreetss.com
018415897
Website: <http://bremoreetss.ie/>

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