

ADVERT ID 168798

## Secretary / Administrator

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### Sancta Maria College

Sancta Maria College Louisburgh F28NY64  
<https://www.sanctamaria.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue May 10 2022 13:34:29  
**Application Closing Date:** Fri May 27 2022  
**Commencement Date:** Mon Aug 22 2022  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 36

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 520  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** Sancta Maria College is a warm and friendly school at the heart of the community of Louisburgh. The school secretary is very often the first point of contact with the school. The secretary needs to be calm under pressure, able to relate well to adults and young people and be self-motivated to run an efficient office. The retiring secretary will shadow the newly appointed secretary for a number of weeks.

#### 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**

<b>Roll Number:</b>	64660F
<b>Apply To:</b>	ainemoran@sanctamaria.ie
<b>County:</b>	Mayo
<b>Enquiries To:</b>	<a href="mailto:ainemoran@sanctamaria.ie">ainemoran@sanctamaria.ie</a>
<b>:</b>	098 66342
<b>Website:</b>	<a href="https://www.sanctamaria.ie">https://www.sanctamaria.ie</a>
<b>Further Information:</b>	<a href="https://www.sanctamaria.ie">https://www.sanctamaria.ie</a>

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