

ADVERT ID 168798

Secretary / Administrator

Sancta Maria College

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

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

SCHOOL DETAILS

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

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

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

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.