

ADVERT ID 171325

## Secretary / Administrator

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### Seamount College

Kinvara Kinvara H91 N5P2  
<https://www.seamountcollege.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Jun 7 2022  
**Application Closing Date:** Wed Jun 15 2022  
**Commencement Date:** Mon Aug 15 2022  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 35

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 615

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#### POST DETAILS

**Additional Information:**  
Excellent IT and interpersonal skills essential  
Previous academic secretarial work an advantage  
Knowledge of VSware / SAGE / Ppod an advantage

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63050T  
**Apply To:** Kinvara  
Kinvara  
H91 N5P2  
**County:** Galway  
**Enquiries To:** [chairperson@seamountcollege.ie](mailto:chairperson@seamountcollege.ie)  
091 637 362  
**Website:** <https://www.seamountcollege.ie>

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