

ADVERT ID 174429

Secretary / Administrator

Our Lady's Secondary School

Logmore Belmullet F26RH50
<https://www.olssbelmullet.com>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri Jun 24 2022 17:15:25
Application Closing Date:	Fri Jul 8 2022
Commencement Date:	Mon Sep 26 2022
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Co-Educational
Current Enrolment:	260
Droichead school:	Yes

POST DETAILS

Additional Information: Our Lady's Secondary School invites applications for the full time position of Secretary/Clerical Officer of 37 hours per week.

Our Lady's Secondary School is a co-educational school with an enrolment of 260 students. Only short-listed candidates will be contacted. All appointments are subject to approval by the DES. Our Lady's Secondary School is an equal opportunities employer.

Shortlisted candidates must be available for an interview likely to take place during the week of 11th July 2022.

Send a letter of application and an up to date curriculum vitae by email to recruitment@ourladysbelmullet.ie

Details of the role and requirements are available from the school website.
<https://www.olssbelmullet.com/news/2022/6/24/job-vacancy-for-school-secretary>

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 64570E
Apply To: recruitment@ourladysbelmullet.ie
County: Mayo
Enquiries To: info@ourladysbelmullet.ie
09781157
Website: <https://www.olssbelmullet.com>
Further Information: <https://www.olssbelmullet.com/news/2022/6/24/job-vacancy-for-school-secretary>

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.