

ADVERT ID 176645

Secretary / Administrator

Portmarnock Community School

Carrickhill Road Portmarnock D13 F766
<https://www.portmarnockcommunityschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Jul 26 2022 15:11:01
Application Closing Date: Wed Aug 10 2022
Commencement Date: Mon Aug 22 2022
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

POST DETAILS

Additional Information: Portmarnock Community School has a vacancy for a permanent school secretary from 22nd August 2022.
Suitable candidates must be Garda Vetted prior to appointment.
Please see information sheet available from office@portmarnockcommunityschool.ie
The salary scale for the position is aligned with the Department of Education pay scale.
Late applications or incomplete applications will not be considered for the position.
Canvassing will lead to disqualification.
Applications by email only. Delivery by post or hand will not be accepted.
Shortlisting of candidates may apply.
Probable date for interview: Fri August 12th, 2022

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 91324P
Apply To: H Tobin
Principal
Portmarnock Community School
Carrickhill Road
Portmarnock
D13 F766
County: Dublin
Postal District: Dublin 13
Enquiries To: office@portmarnockcommunityschool.ie
018038056
Website: <https://www.portmarnockcommunityschool.ie>

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