

ADVERT ID 176867

## Secretary / Administrator

### Scoil na Tríonóide Naofa

Scoil na Tríonóide Naofa Doon Lisgaugh V94 Y6H6  
<https://www.stn.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Jul 28 2022 17:06:05  
**Application Closing Date:** Fri Aug 12 2022  
**Commencement Date:** Fri Aug 26 2022  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 16

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 638  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** This is a part time position for school secretary/accounts secretary working Mondays and Tuesdays. Knowledge of SAGE accounts package and VSWare desirable. Apply with CV, letter of application and two named referees.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	68121S
<b>Apply To:</b>	Principal Scoil na Tríonóide Naofa Doon Co. Limerick V94Y6H6
<b>County:</b>	Limerick
<b>Enquiries To:</b>	<a href="mailto:principal@stn.ie">principal@stn.ie</a> 061380378
<b>Website:</b>	<a href="https://www.stn.ie">https://www.stn.ie</a>
<b>Further Information:</b>	<a href="https://www.stn.ie">https://www.stn.ie</a>

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