ADVERT ID 176867

# Secretary / Administrator

## Scoil na Tríonóide Naofa

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

### MAIN DETAILS

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|---|---|
| **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

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|---|---|
| **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

| | |
|---|---|
| **Roll Number:** | 68121S |
| **Apply To:** | Principal<br>Scoil na Tríonóide Naofa<br>Doon<br>Co. Limerick<br>V94Y6H6 |
| **County:** | Limerick |
| **Enquiries To:** | principal@stn.ie<br>061380378 |
| **Website:** | https://www.stn.ie |
| **Further Information:** | https://www.stn.ie |

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