

ADVERT ID 193818

Secretary / Administrator

Scoil Mhuire

Greenfield Road Kanturk

<https://www.scoilmhuirekanturk.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri May 26 2023 17:18:04
Application Closing Date:	Fri Jun 9 2023
Commencement Date:	Mon Aug 14 2023
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	39

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information:

Applications are invited for the full-time position of School Secretary at Scoil Mhuire Kanturk.

Applicants must have completed a recognised Administration Course or have strong telephone and IT skills with experience, preferably in the use of School Administration Software (VS ware, PPOD), Microsoft Office and G-Suite.

Suitably qualified persons may request and return Application Forms by email to: principal@scoilmhuirekanturk.ie. Completed applications must be returned before 12 noon on Friday, June 9th, 2023.

Scoil Mhuire Kanturk is an equal opportunities employer
Short listing may apply
Garda Vetting is required

APPLICATION REQUIREMENTS

- [Standard Application Form](#)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62290L
Apply To: Secretary
Board of Management
Scoil Mhuire Kanturk
Greenfield Road
Kanturk
Co. Cork
P51 XK81
County: Cork
Enquiries To: principal@scoilmhuirekanturk.ie
Website: <https://www.scoilmhuirekanturk.ie>
Application Form: [SMK Clerical_Officer_Application Form.pdf](#)

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