

ADVERT ID 195591

Secretary / Administrator

Ursuline Secondary School

Templemore Road Thurles E41 ET35

<https://www.uct.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri Jun 9 2023
Application Closing Date:	Mon Jun 26 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
School Structure:	Girls
Current Enrolment:	880
Droichead school:	Yes

POST DETAILS

Additional Information:

HEADMISTRESS OF THE URSULINE BOARDING SCHOOL, THURLES, CO. TIPPERARY

The Board of Directors seeks to appoint a Headmistress in the Boarding School commencing in August 2023

The Boarding School, with over 200 years of tradition, enjoys a high reputation for its prevailing ethos of care, understanding, kindness and recognition of the uniqueness of each individual while providing support for high academic achievement leading to a homely and happy atmosphere. Our vision / mission is one that empowers young women to reach their full potential, become leaders in their communities, and make a positive impact in society.

Duties include:

Maintaining the homely ethos of the Boarding School, pastoral care, administration and general management.

Please apply with application letter, C.V. and two recent written references to Chairperson of the Board, Ursuline Boarding School, Thurles, Co. Tipperary
By Monday, June 26, 2023
Shortlisting may apply.

Supporting documentation available by email: srberchmans@uct.ie

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 65470F

Apply To: Please apply in writing to :
Chairperson of the Board,
Ursuline Boarding School,
Thurles,
Co. Tipperary

or email applications to : srberchmans@uct.ie

County: Tipperary

Enquiries To: srberchmans@uct.ie

Website: <https://www.uct.ie>

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