

ADVERT ID 203017

Secretary / Administrator

Colaiste Muire - Realt na Mara

Crosshaven Co. Cork P43HC98
<https://colaistemuirecrosshaven.org>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Sep 18 2023 13:12:35
Application Closing Date: Tue Sep 26 2023
Commencement Date: Tue Oct 3 2023
Status of Post: Fixed Purpose
Number of Vacancies: 1
Number of hours per week: 19.5

SCHOOL DETAILS

School Type: Voluntary Secondary School

POST DETAILS

Additional Information:

Applications are invited from suitably qualified and experienced candidates for the post of secretary/administrator in Coláiste Muire Crosshaven

This contract is Fixed Purpose (Job sharing replacement of 19.5 hours per week- (week on week off working arrangement)

The position can only be filled pending approval of the Department of Education & Skills and the Board of Management of Coláiste Muire, Crosshaven. Please refer to Dept of Education Circular letter 0036/2022

Shortlisting may apply and only those shortlisted will be contacted.

Appointment will be subject to the provision of Garda Vetting and Child Protection documentation.

Applications will be accepted by email only

Please email letter of application, CV, and two written references to:
applications@colaistemuirecrosshaven.org with Office Secretary/Administrator as the email subject to arrive on or before 12 noon on Tuesday Sept 26th 2023

Colaiste Muire, Crosshaven is an equal opportunities employer.

Provisional interview date Monday Oct 2nd 2023

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

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number:	62200H
Apply To:	applications@colaistemuirecrosshaven.org
County:	Cork
Enquiries To:	applications@colaistemuirecrosshaven.org
Website:	https://colaistemuirecrosshaven.org
Further Information:	https://www.colaistemuirecrosshaven.org

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