

ADVERT ID 209655

## General

### Wilson's Hospital School

Heathlands Multyfarnham Mullingar N91 AX97  
<http://www.wilsonshospitalschool.ie/>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Higher & Further Education  
**Date Posted:** Mon Mar 25 2024 17:42:14  
**Application Closing Date:** Fri Apr 12 2024  
**Commencement Date:** Mon Apr 29 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 491  
**Droichead school:** Yes

#### POST DETAILS

**Title:** Clerical Officer (PA to the Headmaster & Accounts)  
**Description:** Clerical Officer  
(incorporating PA to the Principal and Accounts Assistant)

Wilson's Hospital School is seeking applications for the post of Clerical Officer. The Clerical Officer is at the centre of the administrative hub of the school and school community and works closely with the Principal, senior leadership team, teachers, other non-teaching staff, students and parents, taking responsibility for a broad variety of important secretarial and administrative support functions, and coordinating the workflow and wide range of activities processed through the administration office.

This position would suit a courteous and flexible professional with previous experience in an administrative role, with strong IT and interpersonal skills and an understanding of the dynamics of a fast-paced, ambitious school environment.

Candidates should submit a covering letter and detailed CV to [recruitment@whs.ie](mailto:recruitment@whs.ie)  
For more information, please visit [www.whs.ie](http://www.whs.ie) or contact the school on (044) 937 1115

#### FULL JOB SPEC HERE:

<http://www.wilsonshospitalschool.ie/page/Recruitment/29375/Index.html>

Closing date: 4:00pm, Friday, 12th April 2024.

Wilson's Hospital School is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

- Covering Letter
- References
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63300Q

**Apply To:** Frank Milling  
Principal  
Wilson's Hospital School  
Heathlands  
Multyfarnham  
Mullingar  
N91 AX97

**County:** Westmeath

**Enquiries To:** [recruitment@whs.ie](mailto:recruitment@whs.ie)

**Website:** <http://www.wilsonshospitalschool.ie/>

**Further Information:** <http://www.wilsonshospitalschool.ie/page/Recruitment/29375/Index.html>

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