

ADVERT ID 209656

General

Wilson's Hospital School

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



MAIN DETAILS

Status: Deactivated
Level: Other 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 and 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
For more information, please visit 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

- Letter of Application
- Referees (name, role, contact no.)
- 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
Website: <http://www.wilsonshospitalschool.ie/>
Further Information: <http://www.wilsonshospitalschool.ie/page/Recruitment/29375/Index.html>

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