

ID FÃ©GRA 209657

## GinearÃ¡lta

## Wilson's Hospital School

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



## PRÃ©OMHSHONRAÃ©

**StÃ¡das:** DÃ¡ghnÃ©mhaithe  
**LeibhÃ©al:** IdirnÃ¡isiÃ©nta  
**DÃ¡ta PostÃ¡ilte:** Luan MÃ¡rta 25 2024 17:42:14  
**SpriocdhÃ¡ta le haghaidh larratas:** Aoine Aib 12 2024  
**DÃ¡ta Tosaithe:** Luan Aib 29 2024  
**StÃ¡das an Phoist:** PÃ¡irtaimseartha  
**LÃ©on na bhFolÃ©ntas:** 1

## SONRAÃ© SCOILE

**CineÃ¡l Scoile:** MeÃ¡nscoil Dheonach  
**StruchtÃ©r na Scoile:** Comhoideachas  
**Rolla Reatha:** 440  
**Scoil Droichead:** TÃ¡

## SONRAÃ© AN PHOIST

**Teideal:**  
Clerical Officer (PA to the Headmaster and Accounts)  
**Cur sÃ©os:**

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.

RIACHTANAIS IARRATAIS

- Litir Chláir
- Tagairt
- CV (Digiteach)

Is fíor idir iarratais a chur isteach tríd

- Ráomhphost

#### CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

<b>Uimhir Rolla:</b>	63300Q
<b>Cuir Iarratas Chuig:</b>	Frank Milling Principal Wilson's Hospital School Heathlands Multyfarnham Mullingar N91 AX97
<b>Tír:</b>	Ireland
<b>Ceisteanna Chuig:</b>	<a href="mailto:recruitment@whs.ie">recruitment@whs.ie</a>
<b>Suíomh Grádas:</b>	<a href="http://www.wilsonshospitalschool.ie/">http://www.wilsonshospitalschool.ie/</a>
<b>Tuilleadh Eolais:</b>	<a href="http://www.wilsonshospitalschool.ie/page/Recruitment/29375/Index.html">http://www.wilsonshospitalschool.ie/page/Recruitment/29375/Index.html</a>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus d'anann IPPN a cheadú le haghaidh áise ag cuardaitheoir post amháin. Ní fíor idir an fhaisnéis atá ann a áosláil, a chéipéil níl a áise chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádas eircaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.