

ID FÃ©GRA 209657

GinearÃ©lta

Wilson's Hospital School

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



PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©mhaithe
LeibhÃ©al: IdirnÃ©jisiÃ©nta
DÃ©lta PostÃ©ilte: Luan MÃ©rta 25 2024 17:42:14
SpriocdhÃ©lta le haghaidh Iarratas: Aoine Aib 12 2024
DÃ©lta Tosaithe: Luan Aib 29 2024
StÃ©idas an Phoist: PÃ©jirtaimseartha
LÃ©on na bhFolÃ©ntas: 1

SONRAÃ© SCOILE

CineÃ©l Scoile: MeÃ©inscoil 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. 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.

RIACHTANAIS IARRATAIS

- Litir Chládaigh
- Tagairt
- CV (Digiteach)

Is féidir iarratais a chur isteach tríd

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÓINTAS SEO

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|-----------------------------|---|
| Uimhir Rolla: | 63300Q |
| Cuir Iarratas Chuig: | Frank Milling Principal Wilson's Hospital School Heathlands Multyfarnham Mullingar N91 AX97 |
| Tír: | Ireland |
| Ceisteanna Chuig: | recruitment@whs.ie |
| Suíomh Grádasáin: | http://www.wilsonshospitalschool.ie/ |
| Tuilleadh Eolais: | http://www.wilsonshospitalschool.ie/page/Recruitment/29375/Index.html |

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Níl féidir an fhaisnéis atá ann a áosláil, a chéipéil ná a áisid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.