

ADVERT ID 210412

Secretary / Administrator

Portmarnock Community School

Carrickhill Road Portmarnock D13 F766
<https://www.portmarnockcommunityschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Apr 12 2024 14:20:36
Application Closing Date: Fri Apr 26 2024
Commencement Date: Mon Jun 24 2024
Status of Post: Fixed Purpose
Number of Vacancies: 1
Number of hours per week: 37

POST DETAILS

Additional Information: This role requires excellent IT/computer skills and interpersonal skills are essential. Previous experience in a school setting would be desirable but is not essential. The role will be multifunctional and varied depending on the requirements of the school authority. Only shortlisted candidates will be contacted. Portmarnock Community School is an equal opportunities employer. The position is subject to Garda Vetting. Applications by email only.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 91324P
Apply To: H Tobin
Principal
Portmarnock Community School
Carrickhill Road Upper
Portmarnock
D13 F766
County: Dublin
Postal District: Dublin 13
Enquiries To: office@portmarnockcommunityschool.ie
Website: <https://www.portmarnockcommunityschool.ie>

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