

ADVERT ID 212936

Secretary / Administrator

Rosemont School

Enniskerry Road Sandyford Dublin D18A8N2

<https://www.rosemont.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri May 10 2024
Application Closing Date:	Fri May 31 2024
Commencement Date:	Thu Aug 1 2024
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	40
	This is a readvertisement

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Girls
Current Enrolment:	295
Droichead school:	Yes

POST DETAILS

Additional Information:

Rosemont is seeking a full-time Office Administrator and PA to the Principal.

Office hours: 8am - 4pm, Monday - Friday.

Annual Leave: October midterm – 1 week; Christmas school holidays – 2 weeks; February midterm – 1 week; Easter – 1 week; July – 4 weeks.

Salary: €37,500.

Essential skills:

Highly trustworthy with proven track record in confidentiality

Office administration & PA experience

Excellent skills in Office 365, including Outlook, Teams, Sharepoint, mail merge etc.

Highly organised and efficient

Excellent interpersonal and communication skills

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- 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: 60930L
Apply To: Enniskerry Road
Sandyford
Dublin
D18A8N2
County: Dublin
Postal District: Dublin 18
Enquiries To: principal@rosemont.ie
Website: <https://www.rosemont.ie>
Further Information: <https://www.rosemont.ie>

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