

ADVERT ID 233106

Secretary / Administrator

Assumption Secondary School

Walkinstown Dublin 12 Dublin D12PK75
<https://www.assumptionwalkinstown.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Apr 29 2025 08:38:49
Application Closing Date: Fri May 9 2025
Commencement Date: Tue Jun 3 2025
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 15

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 260

POST DETAILS

Additional Information:

This is an accounts secretary position also with secretarial duties.
Days Tuesday, Thursday and Friday (may be some flexibility) 10am to 3pm.
Department of Education paid.

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: 60851P
Apply To: Walkinstown
Dublin 12
Dublin
D12PK75
County: Dublin
Postal District: Dublin 12
Enquiries To: assumptiondeputyprincipal@hotmail.com
Website: <https://www.assumptionwalkinstown.ie>

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