

ADVERT ID 235476

Secretary / Administrator

Alexandra College

Milltown D06KX50

<https://www.alexandracollege.eu>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Tue May 27 2025
Application Closing Date:	Tue Jun 10 2025
Commencement Date:	Tue Jul 15 2025
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	39

SCHOOL DETAILS

School Type:	Secondary School
--------------	------------------

POST DETAILS

Additional Information:

We require a full-time school secretary beginning August 15th 2025. This position is full-time and will become permanent for the right candidate. Necessary skills are having a good personality and the ability to relate to people of all ages. Good telephone manner is essential, as is being able to think on your feet. Interested candidates should send their CV to recruitment@alexandracollege.ie

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60910F
Apply To: Milltown
D06KX50
County: Dublin
Postal District: Dublin 6
Enquiries To: recruitment@alexandracollege.ie
Website: <https://www.alexandracollege.eu>
Further Information: <https://www.alexandracollege.eu>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.