

ADVERT ID 86721 \*

## Secretary / Administrator

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### st colmans college

FAO:The Principal Address:St Colmans College Fermoy  
<https://www.stcolmanscollege.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Jun 15 2017 10:12:29  
**Application Closing Date:** Fri Jun 23 2017  
**Commencement Date:** Mon Aug 21 2017  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 10

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**Trustees:** dioceses  
**School Structure:** Boys

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#### POST DETAILS

**Additional Information:** Experience in using Facility,Admin.,E Portal and P.Pod is essential.  
This is a part time position from 10-12 hours per week. The hours and days can be flexible and discussed with Management .

#### APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

Telephone enquiries welcome

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 62260c  
**Apply To:** FAO:The Principal  
Address:St Colmans College  
Fermoy  
**County:** Cork  
**Email Address:** [stcolmansfermoy@eircom.net](mailto:stcolmansfermoy@eircom.net)  
**Phone:**  
**Website:** <https://www.stcolmanscollege.com>

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