

ADVERT ID 86905 *

Secretary / Administrator

The Abbey School

FAO: Mr. John Kiely Address: The Abbey School, Station Road, Tipperary Town, Co. Tipperary.
<https://www.abbeyschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Jun 16 2017 15:16:39
Application Closing Date: Fri Jun 23 2017
Commencement Date: Mon Aug 14 2017
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
Trustees: Edmund Rice Schools Trust
School Structure: Boys

POST DETAILS

Additional Information: Experience in the following is desirable: Accounts Software SAGE 50 or similar, Payroll (Quickpay), Revenue (RCT & VAT), On-line Banking, Budgeting, DES OLCS & P-POD, VSWARE School Management Software and Office Management Skills. 2 References & 3 Copies of CV. Canvassing will disqualify.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

| | |
|-----------------------|---|
| Roll Number: | 65490L |
| Apply To: | FAO: Mr. John Kiely Address: The Abbey School, Station Road, Tipperary Town, Co. Tipperary. |
| County: | Tipperary |
| Email Address: | abbeyoffice@eircom.net |
| Phone: | |
| Website: | https://www.abbeyschool.ie |

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