

ADVERT ID 86905 \*

## Secretary / Administrator

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### The Abbey School

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

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#### 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

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#### SCHOOL DETAILS

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

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#### POST DETAILS

**Additional Information:** Experience is 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](mailto:abbeyoffice@eircom.net)  
**Phone:**  
**Website:** <https://www.abbeyschool.ie>

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