

ADVERT ID 93862 \*

## Secretary / Administrator

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### Patrician Academy

FAO: The Secretary, Board of Management Address: Patrician Academy, Mallow, Co. cork.  
<https://www.patricianacademy.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Fri Sep 22 2017 12:48:33  
**Application Closing Date:** Mon Oct 9 2017  
**Commencement Date:** Thu Oct 26 2017  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 34

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**Trustees:** Diocese of Cloyne  
**School Structure:** Boys

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#### POST DETAILS

**Additional Information:** Excellent IT and Administrative skills required.  
Send CV and letter of application to The Secretary, Board of Management, Patrician Academy, Mallow, Co. Cork by 5.00 p.m. , Monday, October 9th.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 62330U  
**Apply To:** FAO: The Secretary, Board of Management  
Address: Patrician Academy, Mallow, Co. cork.  
**County:** Cork  
**Email Address:** [admin@patricianacademy.com](mailto:admin@patricianacademy.com)  
**Phone:**  
**Website:** <https://www.patricianacademy.com>

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