

ADVERT ID 98253 *

Secretary

Scoil San Treasa

(NOTE: Applications by email ONLY - address is given below purely for information purposes. Applications to apply2018sst@gmail.com) FAO: Chairperson of the Board of Management School Address: Scoil San Treasa The Rise Mount Merrion, Dublin

<https://www.sstreasa.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Feb 14 2018 11:45:25
Application Closing Date: Fri Mar 2 2018
Commencement Date: Wed Mar 21 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 25
Current Enrolment: 449

POST DETAILS

Additional Information: Scoil San Treasa seeks a part-time administrative assistant who is competent, efficient and experienced in relation to office procedures, and proficient in MS Office and in office-related IT skills including data management, financial records, word processing and general file management. Confidentiality and excellent attention to detail are important.
Applications by email only - to apply2018sst@gmail.com. Documents such as CV to be attached in pdf format.
Provisional starting date is 21st March - to be finalised.
Vetting procedures in line with regulations for schools.
25 teaching staff ; additional ancillary and support staff.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18647d
Apply To: (NOTE: Applications by email ONLY - address is given below purely for information purposes. Applications to apply2018sst@gmail.com)

FAO: Chairperson of the Board of Management
School Address: Scoil San Treasa
The Rise
Mount Merrion,
Dublin
County: Dublin
Email Address: apply2018sst@gmail.com
Phone:
Website: <https://www.sstreasa.ie>

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