

ADVERT ID 83686 *

Secretary

Robinstown N.S

FAO: The Principal Address: Robinstown N.S, Robinstown, Navan, Co. Meath
<https://robinstownns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 25 2017 14:19:18
Application Closing Date: Fri Jun 9 2017
Commencement Date: Thu Aug 31 2017
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: 11
Current Enrolment: 188

POST DETAILS

Additional Information: A qualification in accounts, payroll and general administrative duties essential.
Knowledge of school OLCS system, POD system and Aladdin/Databiz system.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	17520U
Apply To:	FAO: The Principal Address: Robinstown N.S, Robinstown, Navan, Co. Meath
County:	Meath
Email Address:	prinrob1@gmail.com
Phone:	
Website:	https://robinstownns.com

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