

ADVERT ID 91476 \*

## Secretary / Administrator

### Le Chéile Secondary School

lecheilejobs@lecheilesecondaryschool.ie  
<https://www.lecheilesecondaryschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Aug 15 2017 14:13:16  
**Application Closing Date:** Wed Aug 23 2017  
**Commencement Date:** Fri Sep 1 2017  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**Trustees:** Le Chéile Schools Trust  
**School Structure:** Co-Educational

#### POST DETAILS

**Additional Information:** Le Chéile Secondary School, a Catholic Secondary School, requires a school secretary/receptionist for office duties including payroll, banking, accounts, general office and receptionist duties. The successful candidate should have experience of a busy office environment and be highly competent in the use of office administration IT packages.

The hours of work are between 8.30pm to 4.30pm Monday to Friday.  
Salary €22,000 - €25,000 depending on experience.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

Telephone enquiries welcome

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 68083N  
**Apply To:** [lecheilejobs@lecheilesecondaryschool.ie](mailto:lecheilejobs@lecheilesecondaryschool.ie)  
**County:** Dublin  
**Email Address:** [lecheilejobs@lecheilesecondaryschool.ie](mailto:lecheilejobs@lecheilesecondaryschool.ie)  
**Phone:**  
**Website:** <https://www.lecheilesecondaryschool.ie>

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