

ADVERT ID 91492 \*

## Secretary / Administrator

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### Portumna CS

FAO: Secretary Board of Management Address: Portumna Community School St. Brigid's Road, Portumna, Co. Galway. H53 N403

<https://www.portumnacs.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Aug 15 2017 15:29:28  
**Application Closing Date:** Tue Aug 22 2017  
**Commencement Date:** Mon Aug 28 2017  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 35

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#### SCHOOL DETAILS

**School Type:** Community School  
**Trustees:** RC Bishop of Clonfert, GRETB  
**School Structure:** Co-Educational

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#### POST DETAILS

**Additional Information:** Use application form from school website. <http://www.portumnacs.ie/application-forms.html>  
Shortlisting may apply. Portumna CS is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 91413o  
**Apply To:** FAO: Secretary Board of Management  
Address:  
Portumna Community School  
St. Brigid's Road,  
Portumna,  
Co. Galway. H53 N403  
**County:** Galway  
**Email Address:** [principal@portumnacs.com](mailto:principal@portumnacs.com)  
**Phone:**  
**Website:** <https://www.portumnacs.ie>

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