

ADVERT ID 97658 \*

## Secretary

### St. Malachy's Girls' School

FAO:Chairperson Board of Management Address: St. Malachy's Girls' School, Anne St., Dundalk. Co. Louth  
<https://stmalachysgirls.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jan 12 2018 12:28:47
Application Closing Date:	Fri Jan 26 2018
Commencement Date:	Mon Feb 5 2018
Status of Post:	Fixed-term
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Senior School
Gender:	Girls
School Patronage:	Catholic
Total number of staff:	13
Current Enrolment:	245

#### POST DETAILS

**Additional Information:** St. Malachy's Girls' School is seeking a secretary with at least 5 years experience in office/secretarial work or related environment.  
Applicants must be proficient in accounts administration and Microsoft Word/Excel/Office.  
The post will include additional secretarial duties in support of the principal, deputy principal and staff.

#### 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:** 15259C  
**Apply To:** FAO:Chairperson  
Board of Management  
Address: St. Malachy's Girls' School,  
Anne St., Dundalk. Co. Louth  
**County:** Louth  
**Email Address:** [bridgalligan@eircom.net](mailto:bridgalligan@eircom.net)  
**Phone:**  
**Website:** <https://stmalachysgirls.ie>

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