

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
Phone:
Website: <https://stmalachysgirls.ie>

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