

ADVERT ID 97745 \*

## Secretary / Administrator

St. Benildus College,

FAO: the Principal, Address: St. Benildus College, Upper Kilmacud Road, Stillorgan, Blackrock, County Dublin.  
<https://www.stbenilduscollege.com>

### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Jan 17 2018 08:31:15  
**Application Closing Date:** Tue Jan 23 2018  
**Commencement Date:** Mon Jan 29 2018  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 20

### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**Trustees:** Le Chéile  
**School Structure:** Boys

### POST DETAILS

**Additional Information:** St. Benildus College invites applications from suitably qualified applicants to fill a part-time vacancy for the position of Office Secretary. Accounts experience an advantage. Deadline for receipt of applications is 12 noon on Tuesday 23rd January 2018.  
Garda Vetting will apply.  
St. Benildus College is an equal opportunities employer.  
SHORT LISTING MAY APPLY

### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post
- Fax

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60261r  
**Apply To:** FAO: the Principal,  
Address: St. Benildus College,  
Upper Kilmacud Road,  
Stillorgan,  
Blackrock,  
County Dublin.  
**County:** Dublin  
**Email Address:** [stbenildusoffice@stbenilduscollege.com](mailto:stbenildusoffice@stbenilduscollege.com)  
**Phone:**  
**Website:** <https://www.stbenilduscollege.com>

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