

ADVERT ID 98650 *

Secretary

Passage East N.S

FAO: Mr. Michael Baldwin Address: Passage East N.S., Crooke, Passage East
<https://www.passageeastns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Mar 12 2018 16:09:00
Application Closing Date: Mon Mar 26 2018
Commencement Date: Mon Apr 9 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 8
Current Enrolment: 84

POST DETAILS

Additional Information: Passage East N.S. seeks a part-time administrative assistant who is competent, efficient and experienced in relation to office procedures and proficient in MS Office and in office-related IT skills including data management, financial records, payroll, word processing and general file management. Confidentiality and excellent attention to detail are important. Applications by post only. Interview date is the 28th March. Provisional starting date is 9th April - to be finalised. Vetting procedures in line with regulations for schools.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 14989L
Apply To: FAO: Mr. Michael Baldwin
Address: Passage East N.S., Crooke, Passage East
County: Waterford
Email Address: croppyboy4@gmail.com
Phone:
Website: <https://www.passageeastns.ie>

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