

ADVERT ID 115414

## Secretary / Administrator

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### Midleton C.B.S. Secondary School

Castleredmond Midleton Co. Cork Midleton P25 C951  
<https://www.midletoncbs.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Feb 11 2019 09:29:34  
**Application Closing Date:** Fri Feb 22 2019  
**Commencement Date:** Mon Mar 11 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 20

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Boys  
**Current Enrolment:** 941  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** General Secretarial Duties. IT skills essential. Knowledge of Sage accountancy system desirable.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

Telephone enquiries welcome

- Email
- Post

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	62360G
<b>Apply To:</b>	Castleredmond Midleton Co. Cork Midleton P25 C951
<b>County:</b>	Cork
<b>Enquiries To:</b>	<a href="mailto:office@midletoncbs.ie">office@midletoncbs.ie</a> (021) 4631555
<b>Website:</b>	<a href="https://www.midletoncbs.ie">https://www.midletoncbs.ie</a>

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