

ADVERT ID 115414

Secretary / Administrator

Midleton C.B.S. Secondary School

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

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

SCHOOL DETAILS

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

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

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

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.