ADVERT ID 116305

Secretary / Administrator

Pobalscoil Iosolde

Pobalscoil Iosolde Palmerstown Community School Oak Court Avenue Palmerstown D20P236
https://www.palmerstowncs.ie

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri Apr 5 2019 15:57:22
Application Closing Date:	Thu May 2 2019
Commencement Date:	Mon May 6 2019
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Community School
Current Enrolment:	800
Droichead school:	Yes

POST DETAILS

Additional Information:
The Board of Management invites applications for an Administration Officer. All applicants must have relevant training completed. A Garda Vetting Disclosure will be required for the appointment. Please include certification for all qualifications held. All mandatory Child Protection training must be successfully completed prior to any appointment. This appointment is subject to sanction by and terms and conditions of the Department of Education and Skills. Shortlisting may apply. Canvassing will disqualify. Applications must be returned BY POST ONLY to: Secretary, Board of Management, Pobalscoil Iosolde, Palmerstown Community School, Palmerstown, Dublin 20. Closing Date is 16.00, Thursday, 2nd May 2019. Pobalscoil Iosolde is an equal opportunities employer.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	91302F
Apply To:	Pobalscoil Iosolde Palmerstown Community School Oak Court Avenue Palmerstown D20P236
County:	Dublin
Postal District:	Dublin 20
Enquiries To:	office@palmerstowncs.ie 016265991
Website:	https://www.palmerstowncs.ie

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