

ADVERT ID 121055

Secretary / Administrator

Sandford Park School

Sandford Road Ranelagh
<https://www.sandfordparkschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jun 6 2019 14:20:46
Application Closing Date: Thu Jun 20 2019
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 39

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational

POST DETAILS

Additional Information: Experienced post-primary school administrator with excellent IT and office skills required. Ability to work on own initiative and attention to detail are essential. Shortlisting may apply and only shortlisted candidates will be contacted. This is a school paid position. Garda vetting will be required. Applications by email only to Sandfordpark34@gmail.com by 9 a.m. on 20th June 2019.

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

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	60640C
Apply To:	FAO: Principal Address: Sandfordpark34@gmail.com
County:	Dublin
Postal District:	Dublin 6
Enquiries To:	Sandfordpark34@gmail.com 01 497 1417
Website:	https://www.sandfordparkschool.ie
Further Information:	https://www.sandfordparkschool.ie

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