

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**

|                             |   |
|-----------------------------|---|
| <b>Roll Number:</b>         | 60640C  |
| <b>Apply To:</b>            | FAO: Principal<br>Address: Sandfordpark34@gmail.com                                   |
| <b>County:</b>              | Dublin  |
| <b>Postal District:</b>     | Dublin 6  |
| <b>Enquiries To:</b>        | <a href="mailto:Sandfordpark34@gmail.com">Sandfordpark34@gmail.com</a><br>01 497 1417 |
| <b>Website:</b>             | <a href="https://www.sandfordparkschool.ie">https://www.sandfordparkschool.ie</a>     |
| <b>Further Information:</b> | <a href="https://www.sandfordparkschool.ie">https://www.sandfordparkschool.ie</a>     |

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.