

ADVERT ID 121186

Secretary / Administrator

Cork Educate Together Secondary School

c/o Griffith College, Wellington Rd. Wellington Rd. Cork T23 DF3A
<https://www.cetsl.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jun 6 2019 16:51:04
Application Closing Date: Wed Jun 19 2019
Commencement Date: Thu Aug 1 2019
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 15

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 370
Droichead school: Yes

POST DETAILS

Additional Information: Experienced secretary/admin with excellent IT and office skills required. Ability to work on own initiative and attention to detail are essential. Shortlisting may apply, though all applicants will be contacted. This is a school paid position. Garda vetting will be required. Applications by online application only. Please copy and paste this link: <https://form.jotformeu.com/91563261723355>

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number: 68263P
Apply To: C/o Griffith College
Wellington Rd
Cork
County: Cork
Enquiries To: principal@cetsl.ie
Website: <https://www.cetsl.ie>
Further Information: <https://form.jotformeu.com/91563261723355>

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