

ADVERT ID 123757

Secretary / Administrator

St Joseph's College

Lucan Co Dublin Lucan

<https://www.stjosephslucan.com>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Tue Jul 2 2019 12:48:06
Application Closing Date:	Fri Sep 6 2019
Commencement Date:	Mon Oct 7 2019
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	38

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Girls
Current Enrolment:	910
Droichead school:	Yes

POST DETAILS

Additional Information:	<p>The Board of Management of St Joseph's College invites applications for suitably qualified & experienced candidates for the position of Principal's Personal Secretary. Please note:</p> <ol style="list-style-type: none">1. Advanced IT & Office Skills required.2. Job description available on request from stjosephslucan@gmail.com3. Typed applications to be submitted by post only. Please mark front of Envelope "Principal's Secretary Post"4. 38 hours per week. Salary Negotiable.5. Shortlisting may apply.
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APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 60263V
Apply To: Ms Bernadette Fitzgerald,
Principal,
St Joseph's College,
Lucan,
Co. Dublin.
County: Dublin
Postal District: County Dublin
Enquiries To: stjosephslucan@gmail.com
(01) 6281160
Website: <https://www.stjosephslucan.com>

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