

ADVERT ID 123757

## Secretary / Administrator

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### St Joseph's College

Lucan Co Dublin Lucan

<https://www.stjosephslucan.com>

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#### 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

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#### SCHOOL DETAILS

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

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#### POST DETAILS

**Additional Information:** 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:

1. Advanced IT & Office Skills required.
2. Job description available on request from [stjosephslucan@gmail.com](mailto:stjosephslucan@gmail.com)
3. 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.

#### 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](mailto:stjosephslucan@gmail.com)  
(01) 6281160  
**Website:** <https://www.stjosephslucan.com>

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