

ADVERT ID 126459

Secretary / Administrator

Coláiste an Spioraid Naoimh

Bishopstown Cork T12 C938
<https://www.csncork.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Aug 19 2019 17:36:41
Application Closing Date: Thu Aug 29 2019
Commencement Date: Mon Sep 9 2019
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 26.5

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 710

POST DETAILS

Additional Information: School Operations Support

Duties will include working with school management and staff, promoting the school using website & social media. Various administrative tasks including running the school library.

Knowledge of OLCS & VSware is desirable.

Excellent communication, interpersonal skills and a willingness to take initiative required.

Training will be provided.

Hours: 8.30 am to 2.00 pm daily during term (8.30 to 1.00 on Wednesdays) 26 hours 30 mins per week

Please email documentation to: advert@csncork.ie
with the subject line: School Operations Support Post
before 4.00 p.m. on Thursday 29th August 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

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62580U
Apply To: School Operations Support Post,
Coláiste an Spioraid Naoimh,
Bishopstown
Cork
T12 C938
County: Cork
Enquiries To: advert@csncork.ie
021 4543790
Website: <https://www.csncork.ie>

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.