

ADVERT ID 126511

Secretary / Administrator

Coolmine Community School

Clonsilla Dublin 15 Blanchardstown
<https://www.coolminecs.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Aug 20 2019 15:24:08
Application Closing Date: Fri Aug 30 2019
Commencement Date: Mon Sep 9 2019
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 1050

POST DETAILS

Additional Information: A comprehensive range of skills, Payroll software and PAYE modernisation; OLCS, competency in MS Office (Word, Excel, Outlook etc). Reception duties and general office skills.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	913150
Apply To:	The Secretary. Board of Management, Clonsilla Dublin 15 Blanchardstown
County:	Dublin
Postal District:	Dublin 15
Enquiries To:	pmcphillips@coolminecs.ie 8214141
Website:	https://www.coolminecs.ie
Further Information:	https://www.coolminecs.ie

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