

ADVERT ID 130595

Secretary / Administrator

Gaelcholáiste Mhuire (A.G.)

Gaelcholáiste Mhuire (A.G.) An Mhainistir Thuaidh Corcaigh Cork T23 WN77
<https://www.gcm.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Dec 3 2019 10:17:40
Application Closing Date: Tue Dec 10 2019
Commencement Date: Mon Jan 6 2020
Status of Post: RPT Contract
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Voluntary Secondary School
Current Enrolment: 695
Droichead school: Yes

POST DETAILS

Additional Information: RÚNAÍ SCOILE(School Secretary) 20 hours per week R.P.T. commencing 06/01/2020

This person will provide a wide range of professional support to the Principal but will have specific responsibility for Payroll, accounts preparation, debtors/creditors and all other aspects of financial management associated with Gaelcholáiste Mhuire. Proficiency in Irish desirable. Tá iarratais á lorg do na postanna thuas. Caithfidh iarrthóirí C.V. le litir iarratais a sheoladh chuig: Rúnaí, An Bord Bainistíochta, Gaelcholáiste Mhuire (A.G.), An Mhainistir Thuaidh, Corcaigh. roimh 12:00r.n. Máirt, 10ú Nollaig, 2019. Shortlisting may apply. Is fostóir comhionannais é Gaelcholáiste Mhuire(A.G.).

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

Telephone enquiries welcome

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62531H
Apply To: Gaelcholáiste Mhuire (A.G.)
An Mhainistir Thuaidh
Corcaigh
Cork
T23 WN77
County: Cork
Enquiries To: info@gcm.ie
0214307579
Website: <https://www.gcm.ie>
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