

ADVERT ID 141746

## Secretary / Administrator

---

### Gort Community School

Gort Co Galway Gort H91C9K1  
<https://www.gortcs.com>

---

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Aug 26 2020 14:41:59  
**Application Closing Date:** Fri Oct 2 2020  
**Commencement Date:** Mon Oct 19 2020  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

---

#### SCHOOL DETAILS

**School Type:** Community School  
**School Structure:** Co-Educational  
**Current Enrolment:** 816  
**Droichead school:** Yes

---

#### POST DETAILS

**Additional Information:** The Board of Management of Gort Community School wish to employ a school secretary. A detailed job description is available from [info@gortcs.com](mailto:info@gortcs.com).  
A letter of application, with an updated CV should be forwarded to , The Secretary , Board of Management, Gort Community School, Gort, Co. Galway.  
Shortlisting may apply. Garda vetting will apply in respect to this position.  
2 recently written references required.  
The salary scale will be accordance with the DES pay scale for a Grade III Clerical Officer.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	91498C
<b>Apply To:</b>	Gort Co Galway Gort H91C9K1
<b>County:</b>	Galway
<b>Enquiries To:</b>	<a href="mailto:info@gortcs.com">info@gortcs.com</a> 091 632163
<b>Website:</b>	<a href="https://www.gortcs.com">https://www.gortcs.com</a>

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.