

ADVERT ID 146824

Secretary / Administrator

Stepaside Educate Together Secondary School

Ballyogan Road Leopardstown Dublin 18 D18 VEAO
<https://www.stepsideetss.ie>



Stepaside ETSS
Educate Together Secondary School

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Feb 17 2021 18:19:55
Application Closing Date: Fri Feb 26 2021
Commencement Date: Mon Mar 8 2021
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 580
Droichead school: Yes

POST DETAILS

Additional Information: Stepside Educate Together Secondary School is a developing school entering it's fifth year. Currently the school has 330 students and will eventually have 1,000 students. If you want to be at the centre of a school community, working closely with school leadership, teachers, students and parents, helping to build this school into a centre of excellence, we look forward to hearing from you.
Experience in an administrative and book keeping capacity along with excellent organisational, IT (MS Office, OLCS) and good interpersonal skills is essential. Applicants should also have experience with managing accounts, budgeting and procurement. Previous school experience is an advantage.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	68241F
Apply To:	recruitment@stepasideetss.ie
County:	Dublin
Postal District:	Dublin 18
Enquiries To:	recruitment@stepasideetss.ie
	012907404
Website:	https://www.stepasideetss.ie

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