

ADVERT ID 148508

Secretary / Administrator

Coolmine Community School

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

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Apr 16 2021 12:22:28
Application Closing Date: Tue May 4 2021
Commencement Date: Wed May 12 2021
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: This is a full-time Grade 1V position. Applicants must have previous experience of accounts and budgeting, strong IT skills, particularly MS Office, Excel and Sage/Surf accounts package or similar. Applicants must also be well organised with excellent interpersonal skills. A detailed job description is available from phoran@coolminecs.ie.
Applications should be received by post only on or before 12noon on 4/5/21:
Secretary, Board of Management,
Coolmine Community School,
Clonsilla.
Dublin 15.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

Telephone enquiries welcome

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	913150
Apply To:	Clonsilla Dublin 15 Blanchardstown
County:	Dublin
Postal District:	Dublin 15
Enquiries To:	phoran@coolminecs.ie 01-8214141
Website:	https://www.coolminecs.ie
Further Information:	https://www.coolminecs.ie

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