

ADVERT ID 164795

## Secretary / Administrator

### Sandford Park School

Sandford Road Ranelagh  
<https://www.sandfordparkschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Fri Jan 14 2022 14:35:00  
**Application Closing Date:** Fri Jan 28 2022  
**Commencement Date:** Mon Feb 14 2022  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 30

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational

#### POST DETAILS

**Additional Information:** Part-time Secondary School Receptionist wanted with good IT and office skills. Must have knowledge of Irish education system and excellent telephone manner. Ability to work on own initiative and attention to detail are essential. Hours are 8 am - 2 pm, Monday-Friday. Shortlisting may apply and only shortlisted candidates will be contacted. This is a school paid position. Garda Vetting will be required. Applications by email only to [admissions@sandfordparkschool.ie](mailto:admissions@sandfordparkschool.ie) by 5 pm on Friday January 28th 2022.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60640C  
**Apply To:**  
**County:** Dublin  
**Postal District:** Dublin 6  
**Enquiries To:** [admissions@sandfordparkschool.ie](mailto:admissions@sandfordparkschool.ie)  
**Website:** <https://www.sandfordparkschool.ie>

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