

ADVERT ID 203497

## Secretary / Administrator

### Calasanctius College

Oranmore

<https://www.calasanctius.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Sep 26 2023 19:23:54  
**Application Closing Date:** Mon Oct 9 2023  
**Commencement Date:** Mon Nov 6 2023  
**Status of Post:** Maternity Leave - Fixed Term  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

#### SCHOOL DETAILS

**School Type:** Secondary School

#### POST DETAILS

**Additional Information:**

Please apply with CV to [recruitment@calasanctius.ie](mailto:recruitment@calasanctius.ie)

The ideal candidate should:

Be highly computer literate.

Be receptive and willing to upskill.

Be flexible and able to work on own initiative.

Excellent communication skills.

Duties will include:

General secretarial and clerical duties.

Dealing with queries, correspondence, and booking of facilities.

Ordering materials

Updating school and DES database

Processing school enrolments

OLCS returns

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63100I  
**Apply To:** Recruitment@calasanctius.ie  
**County:** Galway  
**Website:** <https://www.calasanctius.ie>

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