

ADVERT ID 209644

Secretary / Administrator

Patrician Secondary School

Naas Road Newbridge

<http://www.patriciansecondary.com/>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Mar 25 2024 16:14:01
Application Closing Date: Wed Apr 10 2024
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 25

SCHOOL DETAILS

School Type: Voluntary Secondary School
Current Enrolment: 918
Droichead school: Yes

POST DETAILS

Additional Information: Patrician Secondary School, Newbridge invites applications for the position of school secretary/administrator (25hrs weekly). Applicants must have strong IT skills, be well organised, have excellent interpersonal skills, and are passionate in providing a supportive and inclusive environment for all our students, parents and staff. Please send a Letter of Application and CV to admin@pssnb.com by Wednesday 10th April, 2024.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	61681V
Apply To:	admin@pssnb.com
County:	Kildare
Enquiries To:	admin@pssnb.com
Website:	http://www.patriciansecondary.com/
Further Information:	https://www.patriciansecondary.com

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