

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.
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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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