ADVERT ID 224454

Secretary / Administrator

St Laurence O'Tooles Special School

Aldborough Parade North Strand Dublin D01 P978
https://www.stlaurenceotooless.ie

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Thu Sep 5 2024 15:17:35
Application Closing Date:	Mon Sep 30 2024
Commencement Date:	Mon Oct 7 2024
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	9

SCHOOL DETAILS

School Type:	Special School
School Structure:	Co-Educational
Current Enrolment:	20
Droichead school:	No

POST DETAILS

Additional Information:
St Laurence O'Toole's Specialist School is a second-level schoool catering for 20 students with social and emotional difficulties. We are looking for a part-time secretary to join our staff to assist with accounts and administration for 9 hours per week. The hours/days are flexible and can be agreed in consultation with the principal. This is a new role within the school - however handover of duties / training will be given. The school phone number is available on our website and we welcome any call of enquiry to find out more about the position.

APPLICATION REQUIREMENTS

- Letter of Application

- CV (Digital)

Applications may be submitted by

- Email

Telephone enquiries welcome

Roll Number:	19819L
Apply To:	principal@slotschooldublin.ie
	Aldborough Parade
	North Strand
	Dublin
	D01 P978
County:	Dublin
Postal District:	Dublin 1
Enquiries To:	principal@slotschooldublin.ie
Website:	https://www.stlaurenceotooless.ie
Further Information:	https://www.stlaurenceotooless.ie/