

ADVERT ID 226695

Secretary / Administrator

St. Kilian's Community School

Schools Road Ballywaltrim Bray A98 PP76
<https://www.stkilianscs.com>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Oct 23 2024 11:49:20
Application Closing Date: Wed Nov 6 2024
Commencement Date: Mon Dec 2 2024
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 17.85

SCHOOL DETAILS

School Type: Community School

POST DETAILS

Additional Information:

The Board of Management of St. Kilian's Community School invites applications for the position of:

Clerical Officer (part-time)

This position will take effect from December 2nd 2024

This is a part-time position (17.85 hours per week) and applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting. Strong IT skills, particularly MS Office and Excel are required. Applicants must also be well organised with excellent interpersonal skills.

A detailed job description is available at www.stkilianscs.com or, on request, from admin@stkilianscs.com.

A Letter of Application, with an up-to-date CV should be forwarded to:

The Secretary, Board of Management, St. Kilian's Community School, Bray

Closing date for receipt of applications is Wednesday, November 6th 2024.

Shortlisting may apply.

Garda vetting will apply in respect of this position.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91376L
Apply To: Schools Road
Ballywaltrim
Bray
A98 PP76
County: Wicklow
Enquiries To: admin@stkilianscs.com
Website: <https://www.stkilianscs.com>

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