

ADVERT ID 229019

Secretary / Administrator

marist college

Retreat Road Athlone Co. Westmeath Athlone
<https://www.maristathlone.net>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri Jan 10 2025 12:52:44
Application Closing Date: Fri Jan 31 2025
Commencement Date: Mon Mar 3 2025
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37.5

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 530

POST DETAILS

Additional Information:

Marist College Athlone invites applications for the position of School Secretary. This is a permanent position.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA and Child Protection Training. This position is subject to a 6 month probationary period. Previous experience in a school setting is desirable

Applications by email only.

Those shortlisted for interview will be contacted by email.

Send CV and letter of application to principal@maristathlone.net

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: 63190M
Apply To: Retreat Road
Athlone
Co. Westmeath
Athlone
County: Westmeath
Enquiries To: principal@maristathlone.net
Website: <https://www.maristathlone.net>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.