

ADVERT ID 231076

Secretary

St Joseph's

Tivoli Rd Dun Laoghaire Dublin Dún Laoghaire A96VF34
<https://www.dunlaoghaires.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Mar 25 2025 10:33:04
Application Closing Date: Wed Apr 2 2025
Commencement Date: Fri Apr 25 2025
Status of Post: Permanent
Number of Vacancies: 1
This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 23
Current Enrolment: 360
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Full time secretary required - 37 hours per week.- Hours of work. - Monday and Tuesday 8:20am - 4:20pm. Wednesday, Thursday and Friday - 8:20am - 3:20pm.

Preparing monthly financial statements for the Board of Management will be part of this role. A full Job Description will be provided to all applicants who are invited to attend for interview.

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: 19938T
Apply To: applications@dunlaoghaires.ie
County: Dublin
Postal District: County Dublin
Enquiries To: principal@dunlaoghaires.ie
Website: <https://www.dunlaoghaires.ie>

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