

ADVERT ID 164795

Secretary / Administrator

Sandford Park School

Sandford Road Ranelagh
<https://www.sandfordparkschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Jan 14 2022 14:35:00
Application Closing Date: Fri Jan 28 2022
Commencement Date: Mon Feb 14 2022
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational

POST DETAILS

Additional Information: Part-time Secondary School Receptionist wanted with good IT and office skills. Must have knowledge of Irish education system and excellent telephone manner. Ability to work on own initiative and attention to detail are essential. Hours are 8 am - 2 pm, Monday-Friday. Shortlisting may apply and only shortlisted candidates will be contacted. This is a school paid position. Garda Vetting will be required. Applications by email only to admissions@sandfordparkschool.ie by 5 pm on Friday January 28th 2022.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60640C
Apply To:
County: Dublin
Postal District: Dublin 6
Enquiries To: admissions@sandfordparkschool.ie
Website: <https://www.sandfordparkschool.ie>

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