

ADVERT ID 224454

Secretary / Administrator

St Laurence O'Tooles Special School

Aldborough Parade North Strand Dublin D01 P978
<https://www.stlaurenceotooles.ie>

MAIN DETAILS

Status: Active
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 school 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

APPLY TO THIS JOB VACANCY

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.stlaurenceotooles.ie>
Further Information: <https://www.stlaurenceotooles.ie/>

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