

ADVERT ID 183902

## Secretary / Administrator

### Coláiste Nano Nagle

Presentation Campus Sexton Street Limerick  
<https://colaistenanonagle.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Thu Nov 17 2022 15:54:35
Application Closing Date:	Fri Dec 9 2022
Commencement Date:	Thu Jan 5 2023
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	40

#### SCHOOL DETAILS

School Type:	Secondary School
Current Enrolment:	350

#### POST DETAILS

**Additional Information:**

The ideal candidate should have excellent interpersonal and communication skills, be highly computer literate and be able to work on own initiative. Ideal candidate should also have experience in computerised accounts and payroll. An application form for this position and job-description may be obtained by emailing [office@cnnlimerick.ie](mailto:office@cnnlimerick.ie)

Applications will only be processed which have been submitted on the organisation's application form. No CVs or application letters should be submitted.

Garda Vetting will apply. Short listing may apply and only shortlisted candidates will be contacted. Canvassing will disqualify. The school is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

- [Standard Application Form](#)

Applications may be submitted by

Telephone enquiries welcome

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 64250J  
**Apply To:** The Secretary, Board of Management  
Coláiste Nano Nagle,  
Presentation Campus,  
Sexton Street,  
Limerick.  
**County:** Limerick  
**Enquiries To:** [office@cnnlimerick.ie](mailto:office@cnnlimerick.ie)  
061410390  
**Website:** <https://colaistenanonagle.ie>

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