

School Secretary/Administrator – Application Process

Applications to be made by email only to

applications@knockbegcollege.ie

Closing date for applications: 5pm on August 4th, 2022

The following documents are to be included with the application

- Letter of Application
- Curriculum Vitae
- Qualifications
- Referees – name, role, contact details etc.

Shortlisting for interview will apply.

Interviews are scheduled for Tuesday August 16th, 2022.

Starting date will be as soon as feasible thereafter for the successful candidate.

Successful candidate will have to be Garda vetted.

Salary will be determined by the approved Department of Education pay scale.