

ADVERT ID 102584 *

Secretary

Bulgaden N.S.

FAO: The Principal Address: Bulgaden N.S., Bulgaden, Kilmallock, Co.Limerick

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri May 25 2018 12:36:11
Application Closing Date: Mon Jun 11 2018
Commencement Date: Mon Sep 3 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 4
Current Enrolment: 36

POST DETAILS

Additional Information: 10 hours per week

Requirements:

- School experience desirable
- Key responsibilities include: preparation of school documents as dictated by the Principal, administrative duties, managing the school office.
- Strong organisational, communication and interpersonal skills required.
- Ability to initiate, plan and work on own initiative required, along with the ability to work in a team environment.
- Excellent ICT & Computers skills essential. Knowledge of software such as Aladdin an advantage but not essential.
- GDPR awareness and associated confidentiality required.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 13790G
Apply To: FAO: The Principal
Address: Bulgaden N.S., Bulgaden, Kilmallock, Co.Limerick
County: Limerick
Email Address: bulgadenns.ias@eircom.net
Phone:

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