

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](mailto:bulgadenns.ias@eircom.net)  
**Phone:**

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