

ADVERT ID 107503 \*

## Secretary

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### Clogheen/Kerry-Pike N.S.

FAO:Chairperson, Address:Kerry Pike N.S., Kerry Pike, CO.Cork

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jul 4 2018 08:27:19  
**Application Closing Date:** Tue Jul 24 2018  
**Commencement Date:** Thu Aug 30 2018  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total number of staff:** 9  
**Current Enrolment:** 165

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#### POST DETAILS

**Panel of Applicants:** An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:** 22.5 hours per week. The work includes typing, filing, photocopying, answering the phone, and working with principal and staff. Knowledge and experience of the Alladin management system, POD (Pupil online database) and OLCS payment system is desirable but not essential.

#### 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**

<b>Roll Number:</b>	12676D
<b>Apply To:</b>	FAO:Chairperson, Address:Kerry Pike N.S., Kerry Pike, CO.Cork
<b>County:</b>	Cork
<b>Email Address:</b>	<a href="mailto:kerrypike@eircom.net">kerrypike@eircom.net</a>
<b>Phone:</b>	

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