

ADVERT ID 108275 *

Secretary

S.N. Seamus Naofa

FAO: Chairperson, Board of Management Address: Glenmore N.S., Glenmore via Waterford.
<https://www.glenmorenationalschool.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jul 19 2018 16:05:18
Application Closing Date: Fri Aug 3 2018
Commencement Date: Mon Aug 27 2018
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 6
Current Enrolment: 118

POST DETAILS

Additional Information: This position is for 15 hours per week during school term time. 10 hours in Glenmore and 5 hours in Ballyfacey. This is a fixed term position for the school year 2018/2019.

Key skills and competencies required:
Excellent communication, interpersonal and ICT skills
Proficient in Word, Excel and database software
Experience of accounting software systems
A good understanding of GDPR
Ability to work independently, meet deadlines and use initiative, along with the ability to work in close proximity with the Principal and other staff.
Confidentiality
Familiarity with POD would be desirable

Please clearly mark the envelope ' Secretary Application' .

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18158L
Apply To: FAO: Chairperson, Board of Management
Address: Glenmore N.S., Glenmore via Waterford.
County: Kilkenny
Email Address: glenmore.ns@live.ie
Phone:
Website: <https://www.glenmorenationalschool.com>

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