

ADVERT ID 108315 *

Secretary

St Columba's N.S.

FAO: Paddy Mc Carthy, Chairperson Address: applicationsjuly2018@gmail.com Email CV and letter of application
<https://www.stcolumbaionard.net>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jul 20 2018 13:23:40
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:	Girls
School Patronage:	Catholic
Total number of staff:	19
Current Enrolment:	398

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: This position is for 25 hours per week during school term time.
Key skills and competences required:
Excellent communication, interpersonal and ICT skills
Proficient in Word, Excel and database software
Knowledge and experience of Aladdin management system, POD (Pupil online database) and OLCs payment system is desirable but not essential.
GPPR awareness and associated confidentiality required
Ability to work independently, meet deadlines and use initiative, along with the ability to work in a team environment with the Principal/ Deputy and other staff.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16659A
Apply To: FAO: Paddy Mc Carthy, Chairperson
Address: applicationsjuly2018@gmail.com
Email CV and letter of application
County: Dublin
Email Address: applicationsjuly2018@gmail.com
Phone:
Website: <https://www.stcolumbaionard.net>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.