

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](mailto:applicationsjuly2018@gmail.com)  
Email CV and letter of application  
**County:** Dublin  
**Email Address:** [applicationsjuly2018@gmail.com](mailto:applicationsjuly2018@gmail.com)  
**Phone:**  
**Website:** <https://www.stcolumbaionard.net>

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