

ADVERT ID 80666 \*

## Secretary

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### Divine Word NS

FAO:The Chairperson Address:Divine Word NS, Grange Manor Close, Marley Grange, Rathfarnham, Dublin 16  
<https://www.divinewordns.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Mar 23 2017 10:34:23  
**Application Closing Date:** Thu Apr 6 2017  
**Commencement Date:** Mon Aug 28 2017  
**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:** 25  
**Current Enrolment:** 492

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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:** Secretary required for Job sharing arrangement for the school year 2017/18. Secretarial/PA experience essential.Computer skills essential.  
 Position will be on a 2 day one week, 3 day the next arrangement.  
 Salary commensurate with experience/qualifications.  
 Interviews will be held at the end of April/early May.  
 Closing Date for applications is 2.30pm on April 7th 2017.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 19574H  
**Apply To:** FAO:The Chairperson  
Address:Divine Word NS, Grange Manor Close, Marley Grange, Rathfarnham, Dublin  
16  
**County:** Dublin  
**Email Address:** [divinewordschool@gmail.com](mailto:divinewordschool@gmail.com)  
**Phone:**  
**Website:** <https://www.divinewordns.ie>

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