

ADVERT ID 80666 *

Secretary

Divine Word NS

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

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

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 25
Current Enrolment: 492

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
Phone:
Website: <https://www.divinewordns.ie>

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