

ADVERT ID 80841 \*

## Secretary

### St Louis Infant School, William's Park, Rathmines, Dublin 6

FAO: The Chairperson of the Board of Management Address: stlouisinfanrathmines@gmail.com  
<https://www.stlouis.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu Apr 6 2017
<b>Application Closing Date:</b>	Wed Apr 26 2017
<b>Commencement Date:</b>	Mon Aug 21 2017
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Junior School
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total number of staff:</b>	20
<b>Current Enrolment:</b>	326

#### 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 will appeal to candidates who have the skills to work in a busy office in a school setting, who are flexible and can work both on their own initiative and , also, with principal and staff.

The ideal candidate will have:

- 1)excellent communication, interpersonal and organisational skills
- 2)excellent IT skills, including word-processing and excel
- 3)ability to work with databases including the Primary Online Database( POD), Aladdin and the Online Claims System( OLCS)
- 4)accounting and bookkeeping skills
- 4)Confidentiality and discretion appropriate to the role

The successful applicant will be required to undergo vetting through the National Vetting Bureau prior to commencement of the position.

The successful candidate will have a period of training prior to commencement .

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 17211H  
**Apply To:** FAO: The Chairperson of the Board of Management  
Address: [stlouisinfantrathmines@gmail.com](mailto:stlouisinfantrathmines@gmail.com)  
**County:** Dublin  
**Email Address:** [stlouisinfantrathmines@gmail.com](mailto:stlouisinfantrathmines@gmail.com)  
**Phone:**  
**Website:** <https://www.stlouis.ie>

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