

ADVERT ID 82609 *

Secretary

Harold's Cross NS

FAO: Chairperson, Board of Management Address: Harold's Cross NS Clareville Road Dublin 6W FR66

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon May 15 2017 13:35:42
Application Closing Date: Mon May 29 2017
Commencement Date: Wed Jun 7 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: 29
Current Enrolment: 349

POST DETAILS

Additional Information: The successful candidate will be flexible and adaptable with excellent interpersonal, communication and organisational skills. A high level of computer literacy with competency in database management, DES database, MS Office and SAGE Micropay. If possible the candidate should be certified in First Aid.

The successful candidate will work from 8.50-3.00pm (September and as required by the BOM 8.50-3.30), 52 week period with statutory holiday entitlements. Salary €20,520

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19924i
Apply To: FAO: Chairperson, Board of Management
Address: Harold's Cross NS
Clareville Road
Dublin 6W FR66
County: Dublin
Phone:

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.