

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:**

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