

ADVERT ID 83082 *

Secretary

Galbally NS

galballyns@gmail.com

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri May 19 2017
Application Closing Date:	Mon Jun 5 2017
Commencement Date:	Wed Aug 30 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:	11
Current Enrolment:	120

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:

The Board of Management invites applications for the position of Part-Time Secretary. The position will appeal to candidates who have the skills to work in school office setting, who are flexible and can work both on their own initiative and also with the principal and staff. Candidates are required to have the necessary knowledge, skills and competencies to carry out the role and be capable and competent in fulfilling the role to a high standard.

The ideal candidate will have

- Excellent communication, interpersonal and organisational skills
 - Fluent oral and written English
 - Excellent Word Processing, Excel and IT skills
 - Experience in working and maintaining Databased programmes
 - Accounting and Bookkeeping skills and experience
 - Confidentiality and discretion for the role
- excellent punctuality and ability to manage time effectively and prioritise tasks

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 13459a
Apply To: galballyns@gmail.com
County: Limerick
Email Address: galballyns@gmail.com
Phone:

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