

ADVERT ID 83188 *

Secretary

Galway Steiner National School

FAO: Chairperson Address: Galway Steiner National School Brooklawn House Galway West Business Park Knocknacarra
Galway H91 KX30

<https://www.galwaysteinerschool.com>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Sun May 21 2017 11:43:54
Application Closing Date:	Tue Jun 6 2017
Commencement Date:	Fri Sep 1 2017
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Steiner School
Total number of staff:	1
Current Enrolment:	12

POST DETAILS

Additional Information: This is a part time post, 8 hours per week.

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
- A high level of computer literacy
- Ability to work with databases, including Primary Online Database (POD) and Online Claims System (OLCS)
- Fluent oral and written English
- Accounting and Bookkeeping skills and experience
- Confidentiality and discretion for the role
- Excellent punctuality and ability to manage time effectively and prioritise tasks

Garda Vetting process and Occupational Health Screening must be undertaken and successfully completed prior to commencement of employment.

The Appointee will be required to successfully undergo a period of probation of six months reviewed after intervals of three and six months.

Applications will only be accepted by post.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20462d
Apply To: FAO: Chairperson
Address: Galway Steiner National School
Brooklawn House
Galway West Business Park
Knocknacarra
Galway
H91 KX30
County: Galway
Email Address: info@galwaysteinerschool.com
Phone:
Website: <https://www.galwaysteinerschool.com>

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