

ADVERT ID 83243 *

Secretary

Rathgar National School

Rev Andrew Dougherty 11 Arranmore Road Donnybrook Dublin 4
<https://www.rathgarns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon May 22 2017 13:13:44
Application Closing Date: Mon Jun 12 2017
Commencement Date: Thu Aug 24 2017
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Methodist
Total number of staff: 4
Current Enrolment: 93

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
- Accounting and Bookkeeping skills and experience using ROS
- Confidentiality and discretion for the role

Garda Vetting 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

- 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: 14717b
Apply To: Rev Andrew Dougherty
11 Arranmore Road
Donnybrook
Dublin 4
County: Dublin
Email Address: rathgarns@rathgarns.ie
Phone:
Website: <https://www.rathgarns.ie>

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