ADVERT ID 95863 *

Secretary

Scoil Dean Cussen

FAO: The Chairperson, Board of Management, Scoil Dean Cussen, Bruff, Co. Limerick.
https://www.scoildeancussen.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Nov 10 2017 13:42:08
Application Closing Date:	Fri Nov 24 2017
Commencement Date:	Mon Jan 8 2018
Status of Post:	Substitute - maternity
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	17
Current Enrolment:	269

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 successful candidate would preferably have strong secretarial experience.
The successful candidate will work under the direction of the Principal.
Candidates should be highly-motivated with the ability to perform numerous general office and receptionist duties. They must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative.
Candidates should also display/have;
• a proven ability to work in a team environment.
• knowledge of financial management and record keeping.
• a high level of competency with IT
• awareness of the importance of confidentiality and discretion.
Hours of work will be 8.45am – 3.15pm Monday – Friday.
Appointment will be subject to Garda Vetting and reference checks.
Please be aware that canvassing will disqualify. A four month probationary period will apply.

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:	20133H
Apply To:	FAO: The Chairperson, Board of Management, Scoil Dean Cussen, Bruff, Co. Limerick.
County:	Limerick
Phone:	
Website:	https://www.scoildeancussen.ie

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