

ADVERT ID 95863 \*

## Secretary

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### Scoil Dean Cussen

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

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#### 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

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#### SCHOOL DETAILS

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

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#### 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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