

ADVERT ID 98608 \*

## Secretary

### St. Columba's NS

FAO: Mr. Frankie Mulligan, Chairperson, BoM, Address: Cloonagh, Dring, Co. Longford

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Mar 9 2018 13:05:11
Application Closing Date:	Wed Apr 4 2018
Commencement Date:	Mon Apr 30 2018
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:	2
Current Enrolment:	35

#### POST DETAILS

Additional Information:	Applicants will be expected to: Provide administrative support to the principal and teaching staff. Have good communication skills. Have excellent organisational skills. Be proficient in IT and in accounts administration. Maintain confidentiality in all circumstances. Appointment is subject to Garda vetting.
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#### 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:** 12813K  
**Apply To:** FAO: Mr. Frankie Mulligan, Chairperson, BoM,  
Address:  
Cloonagh,  
Dring,  
Co. Longford  
**County:** Longford  
**Phone:**

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