

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.

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:

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.