

ADVERT ID 121756

## Secretary

### St Marys NS

Ballinagare Castlerea Roscommon F45 W288  
<https://www.ballinagarens.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Jun 10 2019 15:46:16  
**Application Closing Date:** Mon Jun 24 2019  
**Commencement Date:** Tue Aug 27 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS Rural  
**Total No. of Teaching Staff:** 4  
**Current Enrolment:** 59  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** This is a part time post, shared between St. Mary,s N.S., Ballinagare and St. Patrick's N.S., Frenchpark. It will involve approximately 18 hours a week. The ideal candidate will need to be flexible, a good team worker, patient, discrete, competent with I.T., accounting procedures; have a pleasant disposition and be experienced in general office duties. Please mark envelopes with 'P.T. Sec. Post 'on the front.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 17266J  
**Apply To:** The Principal, St. Mary's N.S., Ballinagare, Castlerea, Co. Roscommon.  
**County:** Roscommon  
**Enquiries To:** [ballinagarens@eircom.net](mailto:ballinagarens@eircom.net)  
094 9870564  
**Website:** <https://www.ballinagarens.ie>

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