

ADVERT ID 122393

Secretary

Kilteely NS

Kilteely NS Kilteely V94 HC62
<https://www.kilteelyns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jun 13 2019 12:50:26
Application Closing Date: Thu Jun 27 2019
Commencement Date: Wed Aug 28 2019
Status of Post: Part-Time
Number of Vacancies: 1
This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 29
Droichead school: Yes

POST DETAILS

Additional Information: This is a part time post (10 hours per week)

The following skills/experience are desirable:
excellent interpersonal and communication skills
administrative skills to support the management of school finances
accounting experience
proficiency in Microsoft Applications including Word & Excel
excellent organisational, oral and written communication skills
ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff
familiarity with GDPR
familiarity with POD
previous school secretarial experience

Please clearly mark the envelope "Secretary Application".

Applications close at 12 noon on 27/06/2019

The successful candidate will be required to comply with national vetting requirements as outlined in Circular 21/2016

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: 14005M
Apply To: Killeely NS
Killeely
Killeely
V94 HC62
County: Limerick
Enquiries To: killeelyns.ias@eircom.net
061384568
Website: <https://www.killeelyns.ie>

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.