

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: Kilteely NS Kilteely

Kilteely V94 HC62

County: Limerick

Enquiries To: kilteelyns.ias@eircom.net

061384568

Website: https://www.kilteelyns.ie

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