

ADVERT ID 126275

## Secretary

### St Michaels House SNS

Raheny Road Raheny Dublin 5 Raheny D05 FN34  
<https://www.smhrahameny.net>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Aug 15 2019 12:03:37  
**Application Closing Date:** Thu Aug 29 2019  
**Commencement Date:** Mon Sep 2 2019  
**Status of Post:** Substitute  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Special School  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Other  
**Total No. of Teaching Staff:** 9  
**Current Enrolment:** 52  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Excellent communication and organisational skills required. Candidate should be able to work as part of a team with the Principal and staff of a busy school environment. Duties include taking care of school accounts, income and expenditure for the school year, fortnightly payroll of school staff, online banking, emails, ordering supplies and requisites as well as other general secretarial work. Please note that this list does not include all duties.

A working knowledge of Aladdin, POD, GDPR, OLCS, Word, Excel and Publisher is desirable but not essential.

Standard arrangements for Garda Vetting will apply.

Commencement date is 2nd September 2019 but there may be some flexibility with the start date.

Please write 'Secretary Application' on the envelope.

#### 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:** 19373U

**Apply To:** Chairperson  
Board of Management,  
St. Michael's House Special National School,  
Raheny Road,  
Raheny,  
Dublin 5  
D05 V1F6

**County:** Dublin

**Postal District:** Dublin 5

01 8511600

**Website:** <https://www.smhraheny.net>

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