

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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