

ADVERT ID 130441

Secretary

St. Dominic's N.S.

Kenagh Longford Longford N39 NC80
<https://www.kenaghns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Nov 27 2019 12:17:38
Application Closing Date: Thu Dec 12 2019
Commencement Date: Mon Jan 6 2020
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 8
Current Enrolment: 150
Droichead school: Yes

POST DETAILS

Additional Information: Part-time Primary school secretary required for St.Dominic's National School, Kenagh, Co.Longford . The position is for 15 hours per week, over five days. The position requires an experienced, trustworthy person who has initiative, flexibility and energy. Administrative duties will include
-dealing with school correspondence
-answering telephone calls
-administration of enrolment
-day to day school accounts
-responding to enquiries from parents, teachers, pupils and visitors to the school
-other administrative tasks as needed.

Skills required:
-excellent organisational skills
-proficiency in ICT
-ability to work independently
-excellent interpersonal and communication skills (both oral and written)

Appointment will be subject to Garda vetting.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 15154L
Apply To: Chairperson,
St.Dominic's N.S.,
Kenagh
Co.Longford
N39 NC80
County: Longford
Enquiries To: naomhdominicns@eircom.net
0433322456
Website: <https://www.kenaghns.com>

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