

ADVERT ID 146891

Secretary

Gort NS

Tubber Road Gort
<https://www.gortns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Feb 23 2021 10:51:18
Application Closing Date: Tue Mar 9 2021
Commencement Date: Mon Apr 12 2021
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: 17
Current Enrolment: 199
Droichead school: Yes

POST DETAILS

Additional Information: Part-time secretary required (12 hours per week).
The successful candidate will have:

1. Excellent interpersonal skills.
2. Strong IT skills to include proficiency in Microsoft Applications.
3. Excellent organisational, oral and written communication skills.
4. Ability to plan and work on own initiative along with the ability to work in a team environment with the Principal and other school staff.
5. Familiarity with GDPR
- 6 Be required to comply with national vetting requirements.

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: 20465J
Apply To: Board of Management
Gort NS
Tubber Road
Gort
Co Galway
County: Galway
Enquiries To: gortnationalschool@gmail.com
091 631627
Website: <https://www.gortns.ie>

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