

ADVERT ID 149069

Secretary

Ballaghameehan NS

Ballaghameehan N.S. Ballaghameehan Conray Rossinver F91HH90
<https://ballaghameehanns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Apr 26 2021 07:56:04
Application Closing Date: Mon May 17 2021
Commencement Date: Mon Aug 30 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: 2
Current Enrolment: 34
Droichead school: Yes

POST DETAILS

Additional Information: Ballaghameehan N.S. is seeking a Part-Time secretary (7.5hours per week). These will alternate between one day (5hours), the first week and two days (10 hours) the following week.

Desirable Skills:

1. Proficient in IT
2. Ability to use school database systems including Aladdin, OLCS, Esinet and POD.
3. A willingness to upskill as needed.
4. Confidentiality

The successful candidate will need to undergo garda vetting.
Please mark your envelope as APPLICATION. Postal applications only.

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: 13908D
Apply To: Chairperson,
Ballaghameehan BN.S.,
Rossinver,
Co. Leitrim.
N/A
F91HH90
County: Leitrim
Enquiries To: bmeehannsirl@hotmail.com
071 9854073
Website: <https://ballaghameehanns.com>

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