

ADVERT ID 149204

Secretary

An tAonad Reamhscoile

Holy Child Pre-school Lower Sean Mc Dermott Street Dublin 1 Dublin 1 D01 F228

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Apr 27 2021 12:00:18
Application Closing Date:	Tue May 11 2021
Commencement Date:	Mon Aug 23 2021
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Junior School
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	8
Current Enrolment:	103

POST DETAILS

Panel of Applicants:	An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.
Additional Information:	<p>Holy Child Pre-school (Rutland Street Project) was founded in 1969 as an early intervention programme for children aged 3-5 years residing in Dublin North Inner City. Today the school caters for 102 children in a wonderful modern building in Sean Mc Dermott Street Dublin 1. We are seeking to recruit a secretary to join our energetic and happy school community. The position is on a part time basis (17.5 hrs a week).</p> <p>Essential skills: Positive and excellent communicator with staff, children, parents and other stakeholders. Excellent organisational skills Proficient in IT/digital technology. Strong team player and an ability to work independently Expertise in maintaining confidentiality at all times both within and outside the school community.</p> <p>Desirable skills: Financial/accounting experience. Experience of using software financial packages, word/excel. Knowledge of school database systems and files including Databiz, OLCS, ESINET. A willingness to upskill as needed. The successful candidate will be required to undergo Garda vetting for the post.</p>

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19361N
Apply To: Secretary position
Holy Child Pre-school
Lower Sean Mc Dermott Street
Dublin 1
D01 F228
County: Dublin
Postal District: Dublin 1
Enquiries To: holychildjobs@gmail.com
018555146

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