

ADVERT ID 159876

Secretary

Garrydoolis NS

Garrydoolis NS Garrydoolis Pallasgreen Pallasgreen V94K5A4
<https://www.garrydoolisns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Sep 8 2021 08:44:48
Application Closing Date: Wed Sep 22 2021
Commencement Date: Mon Sep 27 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: 3
Current Enrolment: 30

POST DETAILS

Additional Information: 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:
The Board of Management of Garrydoolis N.S invite applications for the post of Part-time Secretary, 6 hours per week, covering the school calendar year.
The position is subject to a 3 month probationary period and satisfactory Garda Vetting.
The ideal candidate should have:

- Excellent communication, interpersonal and organisational skills
- Competency in maintaining financial accounts, payroll and R.O.S.
- Excellent Word Processing, Excel, Publishing and general IT Skills
- Experience in using online data platforms including Aladdin, OLCs and POD
- Ability to write letters with fluency and accuracy
- Experience in working in a child centred environment desirable.

Applications letter including CV should be send to Chairperson, Garrydoolis N.S., Garrydoolis, Pallasgreen, Co Limerick.

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: 10991B
Apply To: Garrydoolis NS
Garrydoolis
Pallasgreen
Co Limerick
V94K5A4
County: Limerick
Enquiries To: garrydoolisns@gmail.com
06257343
Website: <https://www.garrydoolisns.com>

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