

ADVERT ID 169131

## Secretary

### Milltown NS

Milltown N.S Milltown Tuam H54RR60

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri May 13 2022 10:44:43
Application Closing Date:	Fri May 27 2022
Commencement Date:	Thu Sep 1 2022
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:	6
Current Enrolment:	106
Droichead school:	No

#### 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:	Previous experience in a school setting preferable Previous secretarial experience essential Accounts/Bookkeeping experience essential Familiarity with POD and Aladdin would be desirable

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	18460K
<b>Apply To:</b>	Chairperson Milltown N.S Milltown Tuam H54RR60
<b>County:</b>	Galway
<b>Enquiries To:</b>	<a href="mailto:office@milltownnsgalway.ie">office@milltownnsgalway.ie</a> 09351474

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