ADVERT ID 98216 *

Secretary

St. Patrick's N.S.,, Curtlestown

FAO; Chairperson of the Board of Management Address: curtlestownappointments@gmail.com
https://www.stpatrickscurtlestown.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Feb 12 2018 13:26:42
Application Closing Date:	Mon Feb 26 2018
Commencement Date:	Mon Mar 5 2018
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	4
Current Enrolment:	71

POST DETAILS

Additional Information: Duties will include general secretarial work, dealing with the public, and a good knowledge of I.T.. Experience of Sage and Aladdin would be an asset. Garda vetting is essential. A soft copy of C.V. will be acceptable.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	18357R
Apply To:	FAO; Chairperson of the Board of Management Address: curtlestownappointments@gmail.com
County:	Wicklow
Email Address:	curtlestownappointments@gmail.com
Phone:	
Website:	https://www.stpatrickscurtlestown.ie

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