

ADVERT ID 98221 *

Secretary

Our Lady of Mercy Primary School

FAO:The Chairperson ,Board of Management ,Our Lady of Mercy Primary School,Cahir,Co.Tipperary Address:

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Feb 12 2018 14:24:23
Application Closing Date:	Mon Feb 26 2018
Commencement Date:	Thu Mar 22 2018
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls with Infant Boys
School Patronage:	Catholic
Total number of staff:	21
Current Enrolment:	242

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: Our Lady of Mercy Primary School is seeking a secretary with at least 5 years experience in office/secretarial/administration or related environment.
Applicants will be expected to :

- Provide clerical and administrative support to the Principal, Deputy Principal; and teaching staff
- Operate office equipment such as fax machine,laminators, copiers and phone systems and use computers for spreadsheets, word-processing, data management and other applications
- Maintain student and staff confidentiality in all circumstances.

Minimum Qualification :Leaving Certificate or equivalent
Fluent spoken and written English are essential

Applications must include at least two referees.Please include mobile numbers for all referees.
Appointment subject to Garda vetting

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: 10120P
Apply To: FAO:The Chairperson ,Board of Management ,Our Lady of Mercy Primary School,Cahir,Co.Tipperary
Address:
County: Tipperary
Email Address: infocahirgirls@gmail.com
Phone:

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