

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](mailto:infocahirgirls@gmail.com)  
**Phone:**

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