

ADVERT ID 98432 \*

## Secretary

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### Waterpark National School

FAO: Chairperson Of the Board Of Management Address: Waterpark National School, Park Road, Waterford (NOTE: Applications by email ONLY to applicationswaterparkns@gmail.com - address is given below purely for information purposes.)  
<https://www.waterparkns.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Feb 23 2018 11:18:05  
**Application Closing Date:** Fri Mar 9 2018  
**Commencement Date:** Mon Apr 9 2018  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total number of staff:** 18  
**Current Enrolment:** 236

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#### 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:**

Applicants will be expected to;

- \* Provide administrative support to the Principal and teaching staff.
- \* Have strong communication, interpersonal and organisational skills.
- \* Be proficient in the area of IT and accounts administration.
- \* Maintain confidentiality in all circumstances.

Minimum Qualification : Leaving Certificate or equivalent  
Applications must include at least two referees. Please include mobile numbers for all referees.  
Fluent spoken and written English are essential.  
Appointment is subject to Garda vetting.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20143K  
**Apply To:** FAO: Chairperson Of the Board Of Management  
Address: Waterpark National School, Park Road, Waterford  
(NOTE: Applications by email ONLY to [applicationswaterparkns@gmail.com](mailto:applicationswaterparkns@gmail.com) - address is given below purely for information purposes.)  
**County:** Waterford  
**Email Address:** [applicationswaterparkns@gmail.com](mailto:applicationswaterparkns@gmail.com)  
**Phone:**  
**Website:** <https://www.waterparkns.com>

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