

ADVERT ID 210257

## Secretary

### Scoil Aine Naofa

Scoil Áine Naofa, Esker Esker Lucan K78PF57  
<https://www.scoilaine.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Apr 10 2024 12:22:17  
**Application Closing Date:** Fri May 3 2024  
**Commencement Date:** Mon May 13 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Senior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 41  
**Current Enrolment:** 605  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Part Time secretary position. 20.5 hours per week. Duties include:  
Bookkeeping  
Wages  
Payments  
Applicants must have competent IT skills and have experience working with computers.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	19676P
<b>Apply To:</b>	applications@scaine.ie
<b>County:</b>	Dublin
<b>Postal District:</b>	County Dublin
<b>Enquiries To:</b>	<a href="mailto:principal@scaine.ie">principal@scaine.ie</a>
<b>Website:</b>	<a href="https://www.scoilaine.com">https://www.scoilaine.com</a>

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