

ADVERT ID 23656 \*

## Secretary

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### Scoil Chrónáin

FAO: An Cathaoirleach Address: scoist@mail.com  
<https://www.scoilchronain.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jun 18 2014 00:11:17  
**Application Closing Date:** Tue Jul 1 2014  
**Commencement Date:** Thu Aug 21 2014  
**Status of Post:** Part-Time  
**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:** 13  
**Current Enrolment:** 265

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#### POST DETAILS

**Additional Information:** Good accounting and IT skills necessary: experience of Microsoft Office & Accounting Software essential Candidates must demonstrate excellent communication and organisational skills, be able to show initiative and have very good people skills. Caighdeán réasúnta maith Gaeilge labhartha & Scríofa ag teastáil. Please write 'secretary' as the subject of your e-mail.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 19503h  
**Apply To:** FAO: An Cathaoirleach  
Address: [sipoist@mail.com](mailto:sipoist@mail.com)  
**County:** Dublin  
**Email Address:** [sipoist@mail.com](mailto:sipoist@mail.com)  
**Phone:**  
**Website:** <https://www.scoilchronain.ie>

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