ADVERT ID 88387 *

Secretary

Harold's Cross NS

FAO: Chairperson Address: Board of Management, Harold's Cross NS Clareville Road, Dublin 6 w

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jul 10 2017 08:47:24
Application Closing Date:	Mon Jul 24 2017
Commencement Date:	Thu Aug 3 2017
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	24
Current Enrolment:	371

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:
This is a part time position. Hours are 8.45 to 3.00pm, Monday to Friday.
Knowledge of Sage payroll, Databiz an asset. Must be flexible,have good communication, ,interpersonal and IT skills and an ability to work on own initiative.

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
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	19924i
Apply To:	FAO: Chairperson Address: Board of Management, Harold's Cross NS Clareville Road, Dublin 6 w
County:	Dublin
Email Address:	haroldscrossns@gmail.com
Phone:	

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