

ADVERT ID 88489 *

Secretary

St Joseph's NS

FAO: Chairman St Joseph's NS Address: Castlemaine Co. Kerry

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jul 10 2017 16:51:40
Application Closing Date:	Mon Jul 24 2017
Commencement Date:	Mon Aug 28 2017
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	8
Current Enrolment:	95

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 Secretary post of 16 hours spread over 4 days per week.

The school secretary will be primarily responsible for day to day receptionist, administrative and record keeping for the school.

Skills:

Applicants should have:

- Strong organisational skills.
- Excellent communication, interpersonal and ICT skills.
- A minimum leaving cert standard of education or equivalent.
- A minimum of 3 years' experience in office / secretarial work.

Please Mark envelope "Secretary Position"

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18832v
Apply To: FAO: Chairman St Joseph's NS
Address:
Castlemaine
Co. Kerry
County: Kerry
Email Address: stjoesns.ias@eircom.net
Phone:

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