

ADVERT ID 95908 *

Secretary

Cnoc Mhuire Senior School

FAO: The Chairperson Address: Cnoc Mhuire Senior School Knockmore Avenue Killinarden Tallaght Dublin 24
<https://www.cmsenior.com>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Nov 10 2017 12:36:35
Application Closing Date:	Mon Nov 27 2017
Commencement Date:	Mon Jan 8 2018
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 number of staff:	20
Current Enrolment:	177

POST DETAILS

Additional Information:	<p>The successful candidate would preferably have strong secretarial experience in a primary school setting. The successful candidate will work under the direction of the principal. Candidates should be highly-motivated with the ability to perform numerous general office and receptionist duties. They must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative. Candidates should also display/have:</p> <ul style="list-style-type: none">-a proven ability to work in a team environment.-knowledge of financial management and record keeping.-a high level of competency with IT and specific school software programmes.-awareness of the importance of confidentiality and discretion. <p>Hours of work will be 8:45am- 3:15pm Monday- Friday. Appointment will be subject to Garda Vetting and reference checks. Please be aware that canvassing will disqualify. A four month probationary period will apply.</p>
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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: 19613o
Apply To: FAO: The Chairperson
Address: Cnoc Mhuire Senior School
Knockmore Avenue
Killinarden
Tallaght
Dublin 24
County: Dublin
Phone:
Website: <https://www.cmsenior.com>

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