

ADVERT ID 96012 *

Secretary

Catherine McAuley NS

FAO: The Chairperson of the Board of Management Address: 59 Lower Baggot Street, Dublin 2
<https://www.catherinemcauleyns.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Nov 13 2017
Application Closing Date:	Mon Nov 27 2017
Commencement Date:	Thu Dec 7 2017
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Senior School
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	15
Current Enrolment:	99

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:

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 must have a friendly, approachable and pleasant manner as the first point of contact to the school.

Candidates should also display/have:

- a proven ability to work in a flexible team environment.
- knowledge of financial management, record keeping, and/or payroll software.
- a high level of competency with IT and specific school software programmes, e.g.aladdin
- awareness of the importance of confidentiality and discretion.

Hours of work will be 8:45am- 3:00pm 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.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19705T
Apply To: FAO: The Chairperson of the Board of Management
Address: 59 Lower Baggot Street, Dublin 2
County: Dublin
Email Address: catherinemcauleyns@eircom.net
Phone:
Website: <https://www.catherinemcauleyns.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.