

ADVERT ID 98216 *

Secretary

St. Patrick's N.S.,, Curtlestown

FAO; Chairperson of the Board of Management Address: curtletstownappointments@gmail.com
<https://www.stpatrickscurtlestown.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Feb 12 2018 13:26:42
Application Closing Date: Mon Feb 26 2018
Commencement Date: Mon Mar 5 2018
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: 4
Current Enrolment: 71

POST DETAILS

Additional Information: Duties will include general secretarial work, dealing with the public, and a good knowledge of I.T.. Experience of Sage and Aladdin would be an asset. Garda vetting is essential. A soft copy of C.V. will be acceptable.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18357R
Apply To: FAO; Chairperson of the Board of Management
Address: curtlestownappointments@gmail.com
County: Wicklow
Email Address: curtlestownappointments@gmail.com
Phone:
Website: <https://www.stpatrickscurtlestown.ie>

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