

ADVERT ID 98435 \*

## Secretary

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### Culmullen National School

FAO: Address: Fr. Declan Kelly. Parochial House, Culmullen. Drumree, County Meath

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#### MAIN DETAILS

Status:	Deactivated - Requested by advertiser
Level:	Primary
Date Posted:	Fri Feb 23 2018 13:20:50
Application Closing Date:	Fri Mar 9 2018
Commencement Date:	Mon Apr 16 2018
Status of Post:	Part-Time
Number of Vacancies:	1

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#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	10
Current Enrolment:	88

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#### POST DETAILS

Additional Information:	<p>Culmullen N.S. seeks a part-time administrative assistant who is competent, efficient and experienced in relation to office procedures, and proficient in MS Office and in office-related IT skills including data management, financial records, word processing and general file management. Confidentiality and excellent attention to detail are important.</p> <p>Applications by post only.</p> <p>Vetting procedures in line with regulations for schools.</p> <p>Interview date is to be finalised as March 15th, 2018.</p>
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#### 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**

<b>Roll Number:</b>	17312N
<b>Apply To:</b>	FAO: Address: Fr. Declan Kelly. Parochial House, Culmullen. Drumree, County Meath
<b>County:</b>	Meath
<b>Email Address:</b>	<a href="mailto:culmullenns@eircom.net">culmullenns@eircom.net</a>
<b>Phone:</b>	

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