

ADVERT ID 98435 \*

## Secretary

---

### Culmullen National School

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

---

#### 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

---

#### SCHOOL DETAILS

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

---

#### POST DETAILS

**Additional Information:** 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.  
Applications by post only.  
Vetting procedures in line with regulations for schools.  
Interview date is to be finalised as March 15th, 2018.

#### 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>	

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.