

Glenbeg NS
Dungarvan, Co. Waterford, X35 P272.
Uimhir Rolla: 15318P



Teileafón: +353 (0)58 43266
Ríomhphost: office@glenbegnationalschool.ie
Suíomh Idirlíon: glenbegnationalschool.ie

Application Form for Part-Time School Secretary in Glenbeg NS

- The position is to commence on Monday the 26th of August
- The successful candidate will be required to work during days when the school is open to students and other days as required.
- 25 hours a week Monday to Friday (9.00 am to 2.40 pm.)
- Rate of pay is €13 per hour. (€325 per week)
- Criteria:
 - Experience of working in a similar setting is desirable
 - Administrative skills to support the management of school finances
 - Excellent typing skills with proficiency in Microsoft Applications, (Word, Excel)
 - Excellent organisational, interpersonal along with oral and written communication skills
 - Ability to plan and work on own initiative, along with the ability to work in a team environment with Principal and other school staff.
 - Confidentiality
- Completed application forms should be submitted by email with CV and a cover letter to applications@glenbegnationalschool.ie on or before the deadline **Monday the 24th of June.**
- The successful candidate will be required to satisfy mandatory Garda vetting requirements. This appointment is subject to satisfactory Garda Vetting and the terms of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.

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Section 1 – Personal Details

Name	
Address	
Email Address	
Telephone & Mobile	

Section 2 – Education/Training History

Please start with your most recent qualification obtained, the name of the school/college and the commencement and finishing date of each course.

From	To	School/College	Qualification obtained

Section 3 – Relevant Employment History

Please start with your most recent employment first. Please state the commencement and finish date, name and address of employer and the duties undertaken.

From	To	Employer's name and address	Duties

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Section 4 – Additional Relevant Information

Additional information: Is there any other information, in addition to that provided above, that you should give the school in the interests of making full and frank disclosure of everything that might have a bearing upon its evaluation of your application? Please include any extra information which is relevant to the job you are applying for. (No more than 150 words)

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Section 5 – Referees

Include at least two professional referees i.e. people who will vouch for your professional ability and work experience. Please include their contact phone number.

Referee's name	Company's Name and Address	Position	Phone No.
1.			
2.			