

ADVERT ID 100501 \*

## Secretary

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### Scoil San Isadóir

FAO: Principal Email address: secretaryapplication2018@gmail.com  
<https://boherlahanns.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu May 3 2018 12:42:24  
**Application Closing Date:** Tue May 22 2018  
**Commencement Date:** Mon Sep 10 2018  
**Status of Post:** Substitute - maternity  
**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:** 5  
**Current Enrolment:** 103

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#### 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:** Reception duties: Excellent communication, interpersonal skills and ICT skills  
Preparation of school documents etc... as dictated by the principal  
Administrative duties: day to day school accounts, liaising with DES, operation of school software programmes, updating and managing the school website etc...  
GDPR awareness and associated confidentiality  
Strong organisational skills  
Minimum leaving cert standard of education

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- External Application Form

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 026701  
**Apply To:** FAO: Principal  
Email address: [secretaryapplication2018@gmail.com](mailto:secretaryapplication2018@gmail.com)  
**County:** Tipperary  
**Email Address:** [secretaryapplication2018@gmail.com](mailto:secretaryapplication2018@gmail.com)  
**Phone:**  
**Website:** <https://boherlahanns.com>

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