

ADVERT ID 100566 \*

## Secretary

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### St Michael's House Special National School, Ballymun

FAO: Chairman - Board of Management c/o Fiona O'Dwyer Address: St. Michael's House Special National School Ballymun Road Dublin 9 D09 R297

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu May 3 2018 17:38:46  
**Application Closing Date:** Thu May 17 2018  
**Commencement Date:** Tue Aug 14 2018  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Special School  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Other  
**Total number of staff:** 60  
**Current Enrolment:** 53

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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:** This is a part-time (job-share), fixed-term contract in a busy school office. Successful applicant will have computer and data-base experience, office administration skills and a high standard of spoken and written English. Discretion and empathy are central to this role.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 18763F  
**Apply To:** FAO: Chairman - Board of Management  
c/o Fiona O'Dwyer  
Address: St. Michael's House Special National School  
Ballymun Road  
Dublin 9  
D09 R297  
**County:** Dublin  
**Phone:**

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