

ADVERT ID 106048 \*

## Secretary

### Scoil Dean Cussen

FAO: Chairperson Scoil Dean Cussen, Bruff, Co. Limerick.  
<https://www.scoildeancussen.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jun 13 2018 10:04:25  
**Application Closing Date:** Wed Jun 27 2018  
**Commencement Date:** Mon Aug 27 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:** 17  
**Current Enrolment:** 271

#### POST DETAILS

**Additional Information:**

- Experience and referees essential
- Key responsibilities include: Reception duties; Secretarial duties; Administration duties, including financial/day to day school accounts; Enrolment; Other tasks.
- Strong organisational, communication and interpersonal skills required.
- Ability to initiate, plan and work on own initiative required, along with ability to work in a team environment with Principal and other staff
- Excellent ICT & Computer skills essential, including proficiency with Microsoft office suite; . Knowledge of software such as Aladdin an advantage
- GDPR awareness and associated confidentiality required.

Appointment subject to current garda vetting

Please mark envelope APPLICATION: SECRETARY POSITION  
 PLEASE NOTE: Applications must be received by 11.00am on Wednesday, June 27th 2018

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20133H  
**Apply To:** FAO: Chairperson  
Scoil Dean Cussen,  
Bruff,  
Co. Limerick.  
**County:** Limerick  
**Email Address:** [scoildeancussen@gmail.com](mailto:scoildeancussen@gmail.com)  
**Phone:**  
**Website:** <https://www.scoildeancussen.ie>

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