

ADVERT ID 106050 \*

## Secretary

### Castaheany Educate Together National School

FAO: The Principal Address: Castaheany Educate Together N.S. Ongar Village, Dublin 15

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jun 13 2018 15:53:47
Application Closing Date:	Fri Jun 29 2018
Commencement Date:	Mon Aug 20 2018
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total number of staff:	35
Current Enrolment:	434

#### POST DETAILS

Additional Information:	<p>Following the retirement of our wonderful, long-term secretary, we will be recruiting this summer to fill the vacancy.</p> <p>This is a full-time, permanent position at Castaheany ETNS. We are a modern, progressive, multi-denominational school in the heart of Ongar Village.</p> <p>Our school community is richly-diverse and has grown quickly since we opened in 2004. A commitment to our school ethos is essential.</p> <p>Excellent organisational, communication and interpersonal skills are required for this busy role.</p> <p>Other essential requirements include:</p> <ul style="list-style-type: none"> <li>A minimum of 2 years general office/administrative experience</li> <li>Excellent ICT skills</li> <li>Confidentiality</li> <li>Ability to work under pressure and achieve deadlines</li> <li>Ability to work independently and use initiative, along with the ability to work in close partnership with the school principal and staff team</li> <li>A good understanding of GDPR</li> </ul> <p>Familiarity with the Aladdin and POD systems would be desirable.</p> <p>Experience with accounting software systems would also be desirable.</p> <p>Please clearly mark the envelope/email "Secretary Application". Thank you.</p>
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#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20186F

**Apply To:** FAO: The Principal  
Address: Castaheany Educate Together N.S.  
Ongar Village,  
Dublin 15

**County:** Dublin

**Email Address:** [principalcastaheany@gmail.com](mailto:principalcastaheany@gmail.com)

**Phone:**

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