

ADVERT ID 106741 *

Secretary

Our Lady of the Wayside NS

FAO: The Chairperson Address: Our Lady of the Wayside NS Kiltiernan D.18
<https://ourladyofthewaysidens.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Jun 20 2018 13:30:56
Application Closing Date: Wed Jul 4 2018
Commencement Date: Mon Aug 27 2018
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 22
Current Enrolment: 324

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: Hours of work: Mon. - Fri. 8.30 - 3.30
Number of weeks: Term time.
Key Skills and Competencies:
Excellent communication, interpersonal and IT skills.
Proven organisational skills.
Proficient in Word and Excel and database software. (Aladdin and Google Drive)
A good understanding of POD and GDPR.
Ability to work independently and use initiative, along with the ability to work in close proximity with the principal and other staff.
A detailed job spec. is available if required.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18806U
Apply To: FAO: The Chairperson
Address: Our Lady of the Wayside NS
Kilternan
D.18
County: Dublin
Email Address: Kilternanns1.ias@eircom.net
Phone:
Website: <https://ourladyofthewaysidens.ie>

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