

ADVERT ID 107275 *

Secretary

St. Lachteens National School

FAO: The Chairperson BOM, Address: St Lachteens National School Ballykerwick Donoughmore Co Cork
<https://www.lachteen.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jun 28 2018 20:45:25
Application Closing Date: Thu Jul 19 2018
Commencement Date: Mon Aug 27 2018
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 12
Current Enrolment: 155

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 position is for 17.5 hours per week during school term time. This is a fixed term position for the school year 2018/2019.

Key skills and competencies
 Excellent communication, interpersonal and ICT skills
 Proficient in Word, Excel and database software
 Experience of accounting software systems
 A good understanding of GDPR
 Ability to work independently, meet deadlines and use initiative, along with the ability to work in close proximity with the Principal and other staff.
 Confidentiality
 Familiarity with POD would be desirable

Please clearly mark the envelope ' Secretary Application' .

Candidates that will be shortlisted for interview will be contacted after August 1st.

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: 17602W
Apply To: FAO: The Chairperson BOM,
Address: St Lachteens National School
Ballykerwick
Donoughmore
Co Cork
County: Cork
Email Address: stlaichtin.ias@eircom.net
Phone:
Website: <https://www.lachteen.ie>

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