

ADVERT ID 109381 \*

## Secretary

### St. Thomas' NS

FAO:Brid Bn. Uí Dhomhnaill,Príomh Oide, Address:Cloondine,Gort,Co. Galway

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Aug 3 2018 16:38:07  
**Application Closing Date:** Fri Aug 17 2018  
**Commencement Date:** Wed Aug 29 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:** 4  
**Current Enrolment:** 76

#### POST DETAILS

**Additional Information:** Please mark envelope "Secretary Application". Applications will be accepted by post only.

- Key responsibilities include:
    - o Reception and secretarial duties
    - o Enrolment
    - o Other tasks as directed by the principal/deputy principal
  - Candidates will need strong organisational, communication (oral and written) and interpersonal skills
  - Excellent I.C.T. and computer skills essential, including proficiency with Microsoft Office suite
  - Confidentiality required
  - Appointment will be subject to current Garda Vetting and Medmark clearance
- 10 Hours Per week  
The contract may include working some time over holiday periods.

Candidates will be called to interview via email. An up-to-date email address is 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:** 17502S  
**Apply To:** FAO:Bríd Bn. Uí Dhomhnaill,Príomh Oide,  
Address:Cloondine,Gort,Co. Galway  
**County:** Galway  
**Email Address:** [stthomasns.ias@eircom.net](mailto:stthomasns.ias@eircom.net)  
**Phone:**  
**Website:**

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.