ADVERT ID 109381 *

Secretary

St. Thomas' NS

FAO:Bríd 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
Phone:	
Website:	

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