

ADVERT ID 109914 \*

## Secretary

### Lucan CNS

FAO: School Manager secretarylucancns@gmail.com  
<https://www.lucancns.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Aug 13 2018 10:53:08
Application Closing Date:	Mon Aug 27 2018
Commencement Date:	Wed Aug 29 2018
Status of Post:	Fixed-term
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	ETB
Total number of staff:	17
Current Enrolment:	186

#### POST DETAILS

**Additional Information:** Lucan CNS is a new developing digital primary school. The position is a part-time secretary for 20 hours per week. The role is titled Clerical Officer, under DDLETB employment. The position is a varied one involving a range of customer service-reception and administrative/ secretarial duties. The successful candidate will be flexible and adaptable with excellent interpersonal, communication and organisational skills. A high level of computer literacy with competency in database management and MS Office. All applications to : secretarylucancns@gmail.com

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	20426W
<b>Apply To:</b>	FAO: School Manager
	secretarylucancns@gmail.com
<b>County:</b>	Dublin
<b>Email Address:</b>	<a href="mailto:secretarylucancns@gmail.com">secretarylucancns@gmail.com</a>
<b>Phone:</b>	
<b>Website:</b>	<a href="https://www.lucancns.ie">https://www.lucancns.ie</a>

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