

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

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

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.