ADVERT ID 111520

Secretary

Scoil Mhuire

Brierhill Castlegar Galway H91 E5C9

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Sep 12 2018 22:36:20
Application Closing Date:	Wed Sep 26 2018
Commencement Date:	Mon Oct 8 2018
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	20
Current Enrolment:	249
Droichead school:	Yes

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:
We are looking for a secretary who is energetic,personable and friendly to join our hard working staff.

The successful candidate would preferably have strong secretarial experience. The successful candidate will work under the direction of the principal.

Candidates should be highly-motivated with the ability to perform numerous general office and receptionist duties. They must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative.

Candidates must have a friendly, approachable and pleasant manner as they are the first point of contact to the school.

Candidates should also display/have:
- a proven ability to work in a flexible team environment.
- a high level of competency with IT.
- awareness of the importance of confidentiality and discretion.
- ability to plan and work effectively on own initiative.

Appointment will be subject to Garda Vetting and reference checks.
Please be aware that canvassing will disqualify.
A four month probationary period will apply.

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:	17845C
Apply To:	Brierhill Galway
County:	Galway
Enquiries To:	brierhillns@gmail.com 091 751563

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