

ADVERT ID 111714

Secretary

St John of God School

Islandbridge Islandbridge D08P89W
<https://stjohnofgodschool.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Sep 18 2018 12:20:20
Application Closing Date: Tue Oct 2 2018
Commencement Date: Wed Oct 3 2018
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 14
Current Enrolment: 88
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: This is a position of specified purpose.
The successful candidate will be flexible, committed and possess;

- A minimum of 2 years general office/ administrative experience
- Excellent typing skills with proficiency in Microsoft Applications to include Word, Excel and Outlook
- Excellent organisational, interpersonal along with oral and written communication skills
- Experience of front office telecommunications
- The ability to work under pressure and achieve deadlines

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19151C
Apply To: Applications@stjohnofgodschool.com
County: Dublin
Postal District: Dublin 8
Enquiries To: info@stjohnofgodschool.com
01 6741534
Website: <https://stjohnofgodschool.com>
Further Information: <https://stjohnofgodschool.com>

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