

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](mailto:info@stjohnofgodschool.com)  
01 6741534  
**Website:** <https://stjohnofgodschool.com>  
**Further Information:** <https://stjohnofgodschool.com>

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