

ADVERT ID 113419

## Secretary

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### St Fiachras Junior School

Montrose Park Artane Beaumont D05W248  
<https://fiachrajsbeaumont.scoilnet.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Nov 7 2018 15:40:13  
**Application Closing Date:** Wed Nov 21 2018  
**Commencement Date:** Mon Dec 3 2018  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Junior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 37  
**Current Enrolment:** 652  
**Droichead school:** Yes

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#### 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:** St Fiachra's Junior School is a dynamic, vibrant school which requires a School Secretary/Receptionist from December 2018. Candidates must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to plan and work effectively on their own initiative. Experience working in a busy office/reception is desirable. Proficiency in ICT is a key requirement with knowledge of Word, Excel and online account systems. This role includes the use of POD and OCLS. Knowledge of these systems is desirable. Experience of accounting system FSSU is an advantage. The candidate will need to be highly confidential in all areas of their work and have an awareness of GDPR. Appointment will be subject to Garda Vetting clearance.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 19496N  
**Apply To:** Montrose Park  
Artane  
Beaumont  
D05W248  
**County:** Dublin  
**Postal District:** Dublin 5  
**Enquiries To:** [fiachrajunior76@eircom.net](mailto:fiachrajunior76@eircom.net)  
01 8472367  
**Website:** <https://fiachrajsbeaumont.scoilnet.ie>

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