

ADVERT ID 113635

Secretary

Gardiner Street PS

Belvedere Court, Dublin 1 N/A DO1H9C5



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Nov 13 2018 08:24:34
Application Closing Date: Tue Nov 27 2018
Commencement Date: Mon Dec 3 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 37
Current Enrolment: 404
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: Part-Time School Secretary (Temporary), Gardiner Street Primary School
Gardiner Street Primary School is seeking a secretary with at least 5 years experience in office / secretarial work / administration or related environment being essential. Applicants must be proficient in accounts administration and have excellent computer Skills...Word, Excel, Data base, Digital Media etc. The post will include additional secretarial duties in support of school needs. Names of referees must be accompanied by a mobile number please. Entries must be received by 12.00 p m. on 27th.

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: 12448N
Apply To: Belvedere Court,
Dublin 1
N/A
DO1H9C5
County: Dublin
Postal District: Dublin 1
01 8722894

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