ADVERT ID 114798

Secretary

SN Fionan na Reanna

Rennies Rennies Nohoval N/A P17A386

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jan 7 2019 14:11:01
Application Closing Date:	Mon Jan 21 2019
Commencement Date:	Wed Jan 30 2019
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:	12
Current Enrolment:	138
Droichead school:	Yes

POST DETAILS

Additional Information:
Scoil Naomh Fionán is a primary school under the patronage of the Bishop of Cork and Ross.
This position offers a permanent, part-time contract with a minimum of 20 hours per week,
Monday to Friday.

The successful candidate will have the following essential criteria:
Secretarial qualifications in typing, IT, business administration or similar, QQI Level 5
or
Five years' experience in a school administration setting.

Excellent typing, general administrative and organisational skills.
IT skills to include email, Microsoft Word, Excel
Knowledge of the administration of payrolls and accounts.
Flexible attitude and approach to work
Knowledge of the demands of working in a school environment

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply.

Please submit the relevant documentation on or before 5.00 pm on Wednesday, 16th January
(Please ignore closing date above)

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:	18713N
Apply To:	Chairperson, Scoil Naomh Fionán, Rennies Nohoval N/A P17A386
County:	Cork
Enquiries To:	principalscoilrennies@gmail.com 021 4887415

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