

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:** 11  
**Current Enrolment:** 147  
**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](mailto:principalscoilrennies@gmail.com)  
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