

ADVERT ID 115671

Secretary / Administrator

DONAHIES COMMUNITY SCHOOL

SECRETARY, BOARD OF MANAGMENT STREAMVILLE ROAD DUBLIN 13 DUBLIN D13 YN 77
<https://www.donahiescommunityschool.com>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Mar 1 2019 13:00:19
Application Closing Date: Fri Mar 15 2019
Commencement Date: Mon Mar 25 2019
Status of Post: Contract of Indefinite Duration (part time)
Number of Vacancies: 1
Number of hours per week: 33

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 500
Droichead school: Yes

POST DETAILS

Additional Information: Temporary contract – until the end of the current school year 30.6.2019. The School Office Administrator will report to the Principal. The successful candidate will undertake duties as directed to support the administration of the school office.

The successful applicant will have the following essential criteria:

- Secretarial qualification in typing, IT, business administration or similar, QQI Level 5 or
- Experience in a school administration setting preferable
- Excellent typing, general administrative and organisational skills
- IT skills
- Flexible attitude and approach to work
- Knowledge of the demands of working in a school environment preferable
- Excellent written and verbal communications skills

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

Please submit a letter of application with full CV to include the names of three referees by post to Secretary of the Board of Management, Please mark postal and email applications SCHOOL SECRETARY APPLICATION.

Applications must be received by 3 pm on Friday 8 of March, 2019.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91318U
Apply To: Secretary, Board of Management
STREAMVILLE ROAD
DUBLIN 13
D13 YN 77
County: Dublin
Postal District: Dublin 13
Enquiries To: careers@donahiescommunityschool.com
01 8473522
Website: <https://www.donahiescommunityschool.com>

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