

ADVERT ID 115762

Secretary

SN na nAingeal Coimhdeachta

Guardian Angels' N.S. Newtownpark Avenue Blackrock A94 H395
<https://www.guardianangels.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Mar 6 2019 14:05:36
Application Closing Date: Fri Mar 22 2019
Commencement Date: Mon Apr 29 2019
Status of Post: Part-Time
Number of Vacancies: 1



SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 29
Current Enrolment: 426
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:**Administrative Assistant**

The successful candidate will report to the Principal and will undertake duties as directed to support the administration of the school. Candidates must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively.

15 hours per week Monday to Friday 09.00-12.00.

Proficient IT skills is a key requirement, with a thorough knowledge of Word, Excel and Powerpoint.

Knowledge of POD (Primary Online Database), Aladdin, OLCS (Online Claims System) are desirable but not essential.

Appointment subject to current Garda Vetting clearance.

6 month probationary period will apply.

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 a full CV to include the names of three referees by post to: Mr. James McNally, Chairperson BOM, Guardian Angels' N.S., Newtownpark Avenue, Blackrock, Co. Dublin, A94 H395. Please mark envelope "Administrative Assistant"

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19335M
Apply To: Guardian Angels' N.S.
Newtownpark Avenue
Blackrock
County: Dublin
Postal District: County Dublin
Enquiries To: info@guardianangels.ie
01 2833961
Website: <https://www.guardianangels.ie>

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