

ADVERT ID 116246

## Secretary

### Culmullen NS

Culmullen Ns Drumree Drumree A85D212

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Apr 5 2019 12:31:31  
**Application Closing Date:** Mon Apr 22 2019  
**Commencement Date:** Tue May 21 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:** 7  
**Current Enrolment:** 112  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Culmullen National School seeks a Part-time Administrative Assistant to work 15 hours per week. This is a term time appointment only, with a percentage holidays paid. The successful candidate will be proficient in Microsoft Office and in office related IT skills including data management, financial records, word processing and general file management. Confidentiality, strong interpersonal skills and excellent attention to detail are vitally important in this role. Vetting procedures for this role are in line with Child Protection Regulations. Interview date is 8th May 2019. Online applications only will be accepted for shortlisting.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 17312N  
**Apply To:** [culmullenschool@gmail.com](mailto:culmullenschool@gmail.com)  
Email applications only  
**County:** Meath  
**Enquiries To:** [culmullenschool@gmail.com](mailto:culmullenschool@gmail.com)  
018259883

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.