ADVERT ID 118500

Secretary

S. N. Br. Mícheál Ó Cléirigh

Creevy Ballyshannon F94X766
https://www.creevyns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu May 16 2019 15:54:37
Application Closing Date:	Thu May 30 2019
Commencement Date:	Tue Aug 27 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:	14
Current Enrolment:	230
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:
The position is for a part-time school secretary.
Requirements:
Excellent interpersonal and communication skills
Excellent computer skills including Microsoft Office 365, Database, Digital media etc.
Previous experience/qualifications in an Administration role
Fluent spoken and written English

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:	17268N
Apply To:	Creevy Ballyshannon F94X766
County:	Donegal
Enquiries To:	creevyapplications@gmail.com 071 9852090
Website:	https://www.creevyns.ie

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