

ADVERT ID 118500

## Secretary

**S. N. Br. Mícheál Ó Cléirigh**

Creevy Ballyshannon F94X766

<https://www.creevyns.ie>

### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu May 16 2019
<b>Application Closing Date:</b>	Thu May 30 2019
<b>Commencement Date:</b>	Tue Aug 27 2019
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	14
<b>Current Enrolment:</b>	230
<b>Droichead school:</b>	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](mailto:creevyapplications@gmail.com)  
071 9852090  
**Website:** <https://www.creevyns.ie>

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