ADVERT ID 118617

Secretary

Scoil Mhuire Banrion na hEireann

Caherdavin Limerick V94 A5N7
https://www.mqoi.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon May 20 2019 15:16:59
Application Closing Date:	Mon Jun 3 2019
Commencement Date:	Mon Aug 26 2019
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	17
Current Enrolment:	288
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:
This is a part-time post (30 hours per week)
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
Previous school secretarial experience desirable
Applicants should mark the envelope 'Job Application'
3 copies of CV and letter of application should be included in the application
Applications close at 12 noon on 03/06/2019
The successful candidate will be required to comply with national vetting requirements as outlined in Circular 21/2016

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	19332G
Apply To:	Chairperson Board of Management, Scoil Mhuire Banríon na hÉireann, Caherdavin, Limerick.
County:	Limerick
Website:	https://www.mqoi.ie

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