

ADVERT ID 125876

## Secretary

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### Scoil Fhursa

Lyre Banteer P51D2HY

<https://www.lyrenationalschool.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Aug 8 2019 14:53:53  
**Application Closing Date:** Thu Aug 22 2019  
**Commencement Date:** Mon Sep 16 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL TYPE

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 4  
**Current Enrolment:** 76

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#### POST DETAILS

**Additional Information:** Desirable skills include: excellent interpersonal skills, administrative skills to support the management of school accounting, finance and payroll, proficiency in Microsoft applications including Word and Excel, excellent organisational, oral and written communication skills, familiarity with GDPR, previous secretarial experience

This is a part-time position of 12 hours per week

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 18316D  
**Apply To:** The Chairperson  
Scoil Fhursa  
Lyre  
Banteer  
Co. Cork  
P51D2HY  
**County:** Cork  
**Phone:** 029-58384  
**Email:** [scoilfhursalyre@yahoo.ie](mailto:scoilfhursalyre@yahoo.ie)  
**Website:** <https://www.lyrenationalschool.com>

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