

ADVERT ID 126159

Secretary

Our Lady of Fatima SS

Carrigeen Street Wexford Y35 HF83
<https://www.ladyoffatimaschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Aug 13 2019 16:53:48
Application Closing Date: Wed Aug 28 2019
Commencement Date: Mon Oct 14 2019
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 15
Current Enrolment: 117

POST DETAILS

Additional Information: Duties include taking care of school accounts, liaising with accountants re VAT, income and expenditure for the school year, ROS, fortnightly payroll of approximately 20 staff, online banking, OLCS, POD and Aladdin, emails, ordering supplies and requisites as well as other general secretarial work.
Please note this list does not include all areas of responsibility.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19266T

Apply To: Only applications submitted by email to ourladyoffatimaschool2@gmail.com will be considered.

County: Wexford

Enquiries To: ladyoffatimaschool2@gmail.com

053 9123376

Website: <https://www.ladyoffatimaschool.ie>

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