

ADVERT ID 127013

Secretary

Muire gan Smal Presentation PS

Muire Gan Smal National School Old Chapel Lane, Castleisland V92 P803
<https://www.muiregansmal.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Aug 30 2019 14:18:12
Application Closing Date: Fri Sep 13 2019
Commencement Date: Mon Oct 7 2019
Status of Post: Substitute - maternity
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Girls with Boys to 1st Class
School Patronage: Catholic
Total No. of Teaching Staff: 14
Current Enrolment: 117
Droichead school: Yes

POST DETAILS

Additional Information: Strong organisational, communication and interpersonal skills required. Excellent ICT skills essential. Familiarity with Primary Online Database (POD), accounting and payroll packages desirable. Ability to initiate, plan and work on own initiative required.
This position is covering a maternity leave for 15 hours per week (9:00am-12:00) as per school calendar year.
Please mark envelope as "Secretary Application"

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: 14952L
Apply To: The Chairperson,
Muire Gan Smal National School
Old Chapel Lane,
Castleisland
V92 P803
County: Kerry
Enquiries To: principal@muiregansmal.ie
066 7141147
Website: <https://www.muiregansmal.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.