

ID FÃ©GRA 127203

RÃ©naÃ©

St. Michael's House Grosvenor School Leopardstown Dublin 18

Leopardstown Road N/A

<https://www.stmichaelsgrosvenor.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	MÃ©irt MFÃ©mh 3 2019
SpriocdhÃ©ta le haghaidh larratas:	CÃ©ad MFÃ©mh 18 2019
DÃ©ta Tosaithe:	CÃ©ad DFÃ©mh 2 2019
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	Scoil Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Eile
LÃ©on lomiÃ©n na mBall	11
Foirne MÃ©inteoireachta:	
Rolla Reatha:	68
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©nach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

St. Michael's House Grosvenor School, Leopardstown Road, Dublin 18 caters for pupils with moderate, severe/profound General Learning Disability and Autism with complex needs. The pupils age range is from 4-18 years.

Essential requirements for this position are:

-Experience in a secretarial/administrative role. -Good interpersonal skills.

Experience in bookkeeping/managing accounts would be an advantage, as are good I.T. skills.

The post involves receptionist duties, managing post, and assisting the principal and other staff with administrative tasks, including handling invoices and payments amongst others.

This is a permanent part-time post: the hours involved are Wednesday: 12:30 to 4:00p.m, and Thursday and Friday 9:00 a.m. to 4:00 p.m. Rates of pay and other details are available on enquiry. Please mark envelope "Secretary Post Application".

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

Uimhir Rolla:	18671A
Cuir Iarratas Chuig:	Mr. John Lawless Chairperson Board of Management St. Michael's House Grosvenor School, Leopardstown Road, Dublin 18
Contae:	Baile Átha Cliath
Ceantar Poist:	Dublin 18
Ceisteanna Chuig:	stmichaelsgrosvenor@eircom.net 01 2950534
Suíomh Grádasáin:	https://www.stmichaelsgrosvenor.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus d'anann IPPN a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláil, a chéipeáil nó a áisid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról IPPN.