

ADVERT ID 127203

Secretary

St. Michael's House Grosvenor School Leopardstown Dublin 18

Leopardstown Road N/A

<https://www.stmichaelsgrosvenor.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Sep 3 2019 19:05:56
Application Closing Date: Wed Sep 18 2019
Commencement Date: Wed Oct 2 2019
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Other
Total No. of Teaching Staff: 11
Current Enrolment: 68
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: 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".

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: 18671A
Apply To: Mr. John Lawless
Chairperson Board of Management
St. Michael's House Grosvenor School,
Leopardstown Road,
Dublin 18
County: Dublin
Postal District: Dublin 18
Enquiries To: stmichaelsgrosvenor@eircom.net
01 2950534
Website: <https://www.stmichaelsgrosvenor.ie>

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