ADVERT ID 127286

Secretary

St Cillians NS

Robinhood Road Bluebell D12 W563
https://www.stcilliansns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Sep 5 2019
Application Closing Date:	Thu Sep 19 2019
Commencement Date:	Mon Sep 23 2019
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	3
Current Enrolment:	30
Droichead school:	Yes

POST DETAILS

Additional Information:
St. Cillian's National School is a small primary school located on Robinhood Road between the Naas Road & the Long Mile Road, Dublin 12.

We are looking for a secretary to join our school team. The following skills are highly desirable:

- Strong interpersonal , organisational and communication skills
- Proficiency in accounts (QuickBooks & CollSoft)
- Excellent ICT skills required with a knowledge of OLCS and POD
- Discretion & Confidentiality
- Flexibility
- Ability to work independently in addition to working in partnership with the principal and school team.

This position comprises of 16 hours weekly across 5 days.

The position is subject to current Garda Vetting & references.

APPLICATION REQUIREMENTS

- Letter of Application

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	16983J
Apply To:	Fr. Patrick Carolan (Chairperson BOM)
County:	Dublin
Postal District:	Dublin 12
Enquiries To:	secretarystcillians@gmail.com
	01 4500440
Website:	https://www.stcilliansns.ie
Further Information:	https://www.stcilliansns.ie