

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 11:15:08
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: 40
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>

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