

ADVERT ID 127405

## Secretary

### Francis St CBS

Francis St. C.B.S. John Dillon Street Dublin 8 Dublin d08 fe83  
<https://www.francisstcbs.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 9 2019 11:04:11  
**Application Closing Date:** Tue Sep 24 2019  
**Commencement Date:** Fri Oct 4 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 15  
**Current Enrolment:** 168  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** This is a part time position for one day a week. Experience of school secretarial work including online claims, school software, accounting and administration competencies a must.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	18477E
<b>Apply To:</b>	Francis St. C.B.S. John Dillon Street Dublin 8 Dublin d08 fe83
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 8
<b>Enquiries To:</b>	<a href="mailto:principal.francisstcbs@gmail.com">principal.francisstcbs@gmail.com</a> 01 4531800
<b>Website:</b>	<a href="https://www.francisstcbs.ie">https://www.francisstcbs.ie</a>

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