

ADVERT ID 127448

Secretary

St Patricks NS

Chapelizod Chapelizod

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Sep 9 2019 21:01:24
Application Closing Date: Mon Sep 23 2019
Commencement Date: Mon Oct 7 2019
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 12
Current Enrolment: 205

POST DETAILS

Additional Information: This position is to provide sick leave cover for 6 months initially, but may be extended beyond that time.

The following skills are desirable:

Strong interpersonal skills
Proficiency in accounts
Excellent ICT skills required, with a knowledge of OLCS and POD
Discretion and confidentiality
Flexibility
Ability to work independently in addition to working in partnership with the principal

This position comprises of 30 hours weekly and is subject to Garda vetting and references

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 15622S
Apply To: St Patrick's National School
Chapelizod
Dublin 20
County: Dublin
Postal District: Dublin 20
Enquiries To: chapelizodsecretary@gmail.com
01 6265752

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