

ADVERT ID 130156

## Secretary

### Killea NS

Killea, Templemore, E41 HW20

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Nov 19 2019
<b>Application Closing Date:</b>	Tue Dec 3 2019
<b>Commencement Date:</b>	Mon Jan 6 2020
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	2
<b>Current Enrolment:</b>	25

#### POST DETAILS

##### Additional Information:

Killea NS, Killea, Templemore, Co. Tipperary invites applications for the post of School Secretary. The post is for 8 hrs per week. School is a co-educational, Catholic primary school under the Patronage of the Archbishop of Cashel & Emly. Duties include inputting data on the Online Claims System/POD, accounts and office duties. Previous experience desirable.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 14460N  
**Apply To:** "Application"  
Attn: Chairperson  
Killea N.S.  
Killea,  
Templemore,  
Co. Tipperary  
E41 HW20  
**County:** Tipperary  
**Enquiries To:** [killeans.ias@eircom.net](mailto:killeans.ias@eircom.net)  
0504 31939

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