

ADVERT ID 130156

Secretary

Killea NS

Killea, Templemore, E41 HW20

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Nov 19 2019 10:10:11
Application Closing Date: Tue Dec 3 2019
Commencement Date: Mon Jan 6 2020
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 2
Current Enrolment: 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 0504 31939

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