ADVERT ID 130359

Secretary

St Joseph's NS

Killenummery Dromahair F91RT98
https://www.killenummeryns.scoilnet.ie/blog

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Nov 25 2019
Application Closing Date:	Fri Dec 13 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:	3
Current Enrolment:	53
Droichead school:	No

POST DETAILS

Additional Information:
Part-time Primary school secretary required for St. Joseph's National School, Killenummery,
Dromahair, Co. Leitrim. The position is for 6 hours per week, over three days. The position
requires an experienced, trustworthy person who has initiative, flexibility and energy.
Administrative duties will include
-dealing with school correspondence
-answering telephone calls
-administration of enrolment
-day to day school accounts
-responding to enquiries from parents, teachers, pupils and visitors to the school
-other administrative tasks as needed.

Skills required:
-excellent organisational skills
-proficiency in ICT
-ability to work independently
-excellent interpersonal and communication skills (both oral and written)

Appointment will be subject to Garda vetting.

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:	16130C
Apply To:	The Chairperson St. Joseph's National School Killenummery Dromahair Co. Leitrim F91RT98
County:	Leitrim
Enquiries To:	killenummeryns@gmail.com
	071 9164860
Website:	https://www.killenummeryns.scoilnet.ie/blog