

ID FÃ?GRA 130441

RÃ°naÃ

St. Dominic's N.S.

Kenagh Longford Longford N39 NC80
<https://www.kenaghns.com>



PRÃ°OMHSHONRAÃ°

StÃ¡das:	DÃghnÃomhaithe
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	CÃ©ad Samh 27 2019
SpriocdhÃ¡ta le haghaidh larratas:	DÃ©ar Noll 12 2019
DÃ¡ta Tosaithe:	Luan Ean 6 2020
StÃ¡das an Phoist:	PÃ¡irtaimseartha
LÃon na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ¡il Scoile:	PrÃomhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ¡trÃ°nacht na Scoile:	Caitliceach
LÃon IomlÃ¡n na mBall	8
Foirne MÃ°inteoireachta:	
Rolla Reatha:	150
Scoil Droichead:	TÃ¡

SONRAÃ° AN PHOIST

Eolas Breise:

Part-time Primary school secretary required for St.Dominic's National School, Kenagh, Co.Longford . The position is for 15 hours per week, over five 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.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 15154L
Cuir Iarratas Chuig: Chairperson,
St.Dominic's N.S.,
Kenagh
Co.Longford
N39 NC80
Contae: Longfort
Ceisteanna Chuig: naomhdominicns@eircom.net
0433322456
Suíomh Gráasáin: <https://www.kenaghns.com>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. N á fíoridir an fhaisnéis atá ann a áoslá d áil, a ch áipe áil n á a á s áid chun cr áocha ar bith eile, lena n- á jir á tear a macasamhl á ar shuíomhanna gr áas áin earca á ochta agus fá gra á ochta eile, gan cead sainr á jite i scr á bhinn a fh á jil roimh r á á IPPN.