

ADVERT ID 131962

Secretary

Coronea NS

St. Mary's Boys N.S. Railway Road Belturbet H12WA46
<https://www.belturbetboysns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Feb 18 2020 09:35:49
Application Closing Date: Tue Mar 3 2020
Commencement Date: Wed Mar 18 2020
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 3
Current Enrolment: 59
Droichead school: No

POST DETAILS

Additional Information: This vacancy is for 6 hours per week over 3/ 4 days.

Key responsibilities of the role are:
General Office Administration/ Upkeep of office area
General School Administration
Update of general school records
Use of POD, OLCS, SEAI, Aladdin
Procurement of resources for the school.

Suitable applicant must have experience in ICT, be discrete and have strong communication and organisational skills.

This position is subject to Garda Vetting and a probationary period.

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: 16767D
Apply To: Coronea National School
Coronea
Arva,
Co.Cavan
H12 W984
County: Cavan
Enquiries To: coronea.ias@eircom.net
0494335780
Website: <https://www.belturbetboysns.ie>

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