

ADVERT ID 132002

Secretary

Hansfield ETNS

Barnwell Road Hansfield Dublin 15 D15H1FC
<https://www.hansfieldetns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Feb 20 2020 09:15:57
Application Closing Date: Thu Mar 5 2020
Commencement Date: Mon Mar 16 2020
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 47
Current Enrolment: 620
Droichead school: Yes

POST DETAILS

Additional Information: Our school has 627 pupils and a total staff of 60 including a Receptionist and a Secretary.

It a very happy environment for our pupils to learn in and staff to work in.

With so many people to support, the admin office is very busy but cheery too! The kids love to visit the office doing "jobs" for their teacher!

The successful candidate will:

1. Like to support teachers' and pupil's needs.
2. Have an excellent standard of oral and written English.
3. Have a minimum qualification level of Leaving Cert.
4. Have a minimum of 3 years office experience.
5. Have the ability to initiate, plan and work independently.
6. Have a desire to be part of a team that supports teachers' and pupils' needs.
7. Have a strong sense of empathy.
8. Have a natural flair for ICT
9. A solid financial knowledge.
10. Have a high level of interpersonal skills.

35 hour week - flexible hours.

40 weeks / year.

Wages determined by experience/qualifications - max €35K

Successful candidate will arrange his/her own pension.

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: 20383H
Apply To: Brian Campion
c/o Hansfield Educate Together NS
Barnwell Road
Hansfield
Dublin 15
D15H1FC
County: Dublin
Postal District: Dublin 15
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