ADVERT ID 137351

Secretary

Corduff NS

Corduff NS Corduff Lusk K45 XV34
https://www.corduffns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Jun 23 2020 12:24:03
Application Closing Date:	Tue Jul 7 2020
Commencement Date:	Wed Aug 26 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:	6
Current Enrolment:	90
Droichead school:	Yes

POST DETAILS

Panel of Applicants:
An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:
Please use jobs@corduffns.scoilnet.ie email address for applications.

We will accept email applications only and require only 2 documents. Please type your letter of application into the main body of the email and attach your CV (which includes referee information) to the email.

This is a part-time school secretary position working Monday to Friday for 18 hours.
The successful candidate will:
• Have excellent interpersonal skills with good spoken and written communication.
• Be highly efficient and be able to organise a busy office with a varied workload and have proven experience of secretarial/office work.
• Have proven experience of book-keeping and money handling.
• Be competent in basic computer programmes such as email, MS Word, MS Excel and ideally have experience using the Aladdin online administration software for schools (or a similar system).
• Be discreet and sensitive to the needs of staff, pupils and parents.
• Be in a position to successfully meet Garda Vetting requirements if appointed.
A driving license with Level 1 Insurance cover is desirable but not essential.
Previous experience in a school office would be an advantage.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	15650A
Apply To:	Corduff NS Corduff Lusk K45 XV34
County:	Dublin
Postal District:	County Dublin
Enquiries To:	office@corduffns.scoilnet.ie 01 8438274
Website:	https://www.corduffns.ie

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