

ADVERT ID 137875

## Secretary

### St. Brigid's Primary School

St. Brigid's Primary School, Grey Abbey Road Kildare Town Kildare R51 XY30



#### MAIN DETAILS

|                           |                 |
|---------------------------|-----------------|
| Status:                   | Deactivated     |
| Level:                    | Primary         |
| Date Posted:              | Sat Jun 27 2020 |
| Application Closing Date: | Mon Jul 13 2020 |
| Commencement Date:        | Tue Aug 25 2020 |
| Status of Post:           | Fixed-term      |
| Number of Vacancies:      | 1               |

#### SCHOOL DETAILS

|                              |                                 |
|------------------------------|---------------------------------|
| School Type:                 | Mainstream with Special Classes |
| School Structure:            | Vertical                        |
| Gender:                      | Co-Educational                  |
| School Patronage:            | Catholic                        |
| Classification:              | DEIS 2                          |
| Total No. of Teaching Staff: | 65                              |
| Current Enrolment:           | 1020                            |
| 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:

This is a JOB-SHARING position for the coming 12 month school year.  
Please include a passport sized photo. Interviews will be held in person.  
Clearly mark your application envelope 'Secretary'.  
Applicants should display;  
ability to work seamlessly as a team member  
excellent personal and interpersonal communication skills  
excellent IT, organisational and office skills  
ability to work proactively on own initiative  
ability to perform calmly and effectively under pressure  
absolute discretion  
problem solving and resolution skills

#### 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:** 20427B  
**Apply To:** The Chairperson BoM  
Grey Abbey Road  
Kildare Town  
Kildare  
R51 XY30  
**County:** Kildare  
**Enquiries To:** [donal.fleming@sbps.ie](mailto:donal.fleming@sbps.ie)  
+353861005215

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