

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 14:58:19
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:	64
Current Enrolment:	1032
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 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
+353861005215

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