

ADVERT ID 138797

Secretary / Administrator

Scoil Phobail Mhic Dara

Carna Co na Gaillimhe H91DH50
<https://www.scoilphobailmhicdara.com>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jul 9 2020 23:36:00
Application Closing Date: Fri Jul 24 2020
Commencement Date: Mon Aug 31 2020
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 116

POST DETAILS

Additional Information: Fáiltíonn Bord Bainistíochta Scoil Phobail Mhic Dara roimh iarratais ar phost mar:

Oifigeach Cléireachais (Grád III):

Is post lánaimseartha é seo agus ní mór d'iarratasóirí taithí a bheith acu i bpost riaracháin agus eolas a bheith acu ar chuntais agus ar bhuiséadú. Tá sé riachtanach go mbeadh scileanna maithe IT, go háirithe MS Office, Excel agus pacáistí airgeadais ag an duine cuí. Lorgáítear duine le sárscileanna cumarsáide i nGaeilge agus idirphearsanta maith.

Tá cóip de thuairisc an phoist le fáil ó eolas@smpd.ie

Féadfar gearrliostú a dhéanamh.

Beidh Grinnfhiosrúchán an Gharda Síochána riachtanach don phost seo.

Déanfar an ceapachán seo faoi théarmaí agus choinníollacha cheapachán Oifigeach Cléireachais i bpobalscoil/scoil cuimsitheach. Tá scála tuarastail an phoist seo de réir scála pá DES do Ghrád III Oifigeach Cléireachais.

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: 91411K
Apply To: An Rúnaí Bord Bainistíochta
Scoil Phobail Mhic Dara
Carna
Co na Gaillimhe
H91DH50
County: Galway
Enquiries To: poide@spsmd.ie
+3539532245
Website: <https://www.scoilphobailmhidara.com>

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