

ADVERT ID 143173

Secretary

St Patricks BNS

Prosperous Rd Clane

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Sep 28 2020 12:12:35
Application Closing Date: Fri Oct 9 2020
Commencement Date: Mon Oct 19 2020
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Total No. of Teaching Staff: 28
Current Enrolment: 530
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of Scoil Phádraig Primary School, Clane, Co Kildare, invites applications for the position of Part-time Secretary, approx 21hrs per week week, covering the school calendar year. The position is subject to a three month probationary period and satisfactory Garda Vetting.
The ideal candidate should have;
- Excellent communication, interpersonal & organisational skills
- Competency in maintaining financial accounts
- Excellent Word Processing, Excel and IT Skills
- Experience in using online data platforms which may include Aladdin, OLCS and POD
- Ability to write letters with fluency and accuracy
- Experience in working in a child centred environment
Applications with C.V. should be forwarded by post or email to: Chairperson B.o.M., Scoil Phádraig, Clane , office@clanebns.ie Co Kildare by Friday 9th of October, 2020

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19796C
Apply To: Chairperson of the Bord of Management
Prosperous Rd
Clane
County: Kildare
Enquiries To: applications@clanebns.ie
045 868620

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