

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:	<p>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.</p> <p>The ideal candidate should have;</p> <ul style="list-style-type: none">- 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 <p>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</p>
-------------------------	--

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

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.