

ADVERT ID 144070

## Secretary

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### Garrydoolis NS

Garrydoolis NS Garrydoolis Pallasgreen Pallasgreen V94K5A4  
<https://www.garrydoolisns.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Sun Oct 18 2020 20:29:57  
**Application Closing Date:** Fri Oct 30 2020  
**Commencement Date:** Wed Nov 25 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 30

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#### 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:** The Board of Management of Garrydoolis N.S invite applications for the post of Part-time Secretary, 6 hours per week, covering the school calendar year. The position is subject to a 3 month probationary period and satisfactory Garda Vetting. The ideal candidate should have:

- Excellent communication, interpersonal and organisational skills
- Competency in maintaining financial accounts, payroll and R.O.S.
- Excellent Word Processing, Excel, Publishing and general IT Skills
- Experience in using online data platforms including Aladdin, OLCs and POD
- Ability to write letters with fluency and accuracy
- Experience in working in a child centred environment desirable.

Applications letter including CV should be send to Chairperson, Garrydoolis N.S., Garrydoolis, Pallasgreen, Co Limerick.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 10991B  
**Apply To:** Garrydoolis NS  
Garrydoolis  
Pallasgreen  
Pallasgreen  
V94K5A4  
**County:** Limerick  
**Enquiries To:** [garrydoolisns@gmail.com](mailto:garrydoolisns@gmail.com)  
06257343  
**Website:** <https://www.garrydoolisns.com>

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