ADVERT ID 145418

Secretary / Administrator

Ballyhaunis Community School

Knock Road Ballyhaunis F35 RF63
https://www.ballyhauniscs.ie

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri Nov 20 2020 12:03:25
Application Closing Date:	Fri Dec 4 2020
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Community School

POST DETAILS

Additional Information:
This is a full-time position and applicants must have a minimum of 2 years previous experience in an administrative position and have an excellent knowledge of accounts and budgeting.
The successful candidate must have proficient IT skills, particularly in relation to accounts software packages, MS Office: Word / Excel / Outlook and social media platforms.
Applicants must be flexible and be well organised with excellent interpersonal skills and are willing to work as part of the Administrative Team.

A detailed job description is available at www.ballyhauniscs.ie

A Letter of Application, with an up to date CV should be forwarded to:

The Secretary, Board of Management,
Ballyhaunis Community School,
Ballyhaunis, Co. Mayo

Closing date for receipt of applications is 04/12/2020

Shortlisting may apply.

Garda vetting will apply in respect of this position.

The appointment is made under the terms and conditions of appointment of a Clerical Officer in a community/comprehensive school. The salary scale for the position is in accordance with DES pay scale for a Grade III Clerical Officer.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	91461C
Apply To:	Knock Road Ballyhaunis F35 RF63
County:	Mayo
Enquiries To:	principal@ballyhauniscs.ie 094 9630235
Website:	https://www.ballyhauniscs.ie
Further Information:	https://www.ballyhauniscs.ie

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