

ADVERT ID 148553

## Secretary

### Newtown Upper N.S.

Via Faugheen Carrick-on-Suir Carrick-on-Suir E32 DP70

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Apr 16 2021 18:23:30
Application Closing Date:	Fri May 7 2021
Commencement Date:	Mon Aug 30 2021
Status of Post:	Part-Time
Number of Vacancies:	1

#### SCHOOL DETAILS

School Patronage:	Catholic
Total No. of Teaching Staff:	4
Current Enrolment:	58

#### POST DETAILS

Additional Information:	<p>This post is currently 3 days per week.</p> <p>The successful candidate must have a high standard of confidentiality, and an understanding of Child Protection. The candidate will uphold the school's Catholic ethos. Proficiency in I.T. and a willingness to continue to upskill will be essential. A good knowledge of Department of Education systems eg P.O.D., Online Claims System, Aladdin, Online Banking etc is essential. Excellent English and communication skills are essential. Flexibility as a member of a small team is essential.</p> <p>Please mark your envelope clearly as SECRETARY APPLICATION.</p> <p>Postal applications ONLY.</p>
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#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	09967U
<b>Apply To:</b>	Reverend Chairperson, Fr Paul Waldron, Castle Street, Carrick on Suir, Co Tipperary.
<b>County:</b>	Tipperary
<b>Enquiries To:</b>	<a href="mailto:newtownupper@eircom.net">newtownupper@eircom.net</a> 051 641551

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