

ADVERT ID 157072

Secretary

Castletownshend National School

Gurrane Castletownshend Skibbereen P81VY73

<https://www.castletownshendns.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Jul 29 2021 03:30:36
Application Closing Date:	Thu Aug 12 2021
Commencement Date:	Thu Aug 26 2021
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	8
Current Enrolment:	111
Droichead school:	Yes

POST DETAILS

Additional Information:	<p>The Board of Management of Castletownshend N.S invite applications for the post of Part-time Secretary, approx. 20 hours per week, covering the school calendar year.</p> <p>The position is subject to a 3 month probationary period and satisfactory Garda Vetting.</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none">• Excellent communication, interpersonal and organisational skills• Competency in maintaining financial accounts• Excellent Word Processing, Excel, Publishing and general 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 desirable. <p>Applications with CV should be forwarded by email to Chairperson BOM, secretary.cns20@gmail.com by Thursday 12th August.</p>
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APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 13728B
Apply To: secretary.cns20@gmail.com
County: Cork
Enquiries To: secretary.cns20@gmail.com
02836392
Website: <https://www.castletownshendns.ie>

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