

ADVERT ID 162215

## Secretary

### St Patricks NS

St. Patrick's National School Kiltormer Ballinasloe H53AH28

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Oct 22 2021 15:34:54  
**Application Closing Date:** Fri Nov 5 2021  
**Commencement Date:** Wed Dec 1 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:** 5  
**Current Enrolment:** 60  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** This position is for six hours per week.  
The ideal candidate should have  
- excellent word processing, excel and IT skills.  
- excellent communication, interpersonal and organisational skills.  
- competency in maintaining financial accounts.  
- ability to maintain confidentiality.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 01328P  
**Apply To:** St. Patrick's National School  
Kiltormer  
Ballinasloe  
H53AH28  
**County:** Galway  
**Enquiries To:** [kiltormernsgalway@gmail.com](mailto:kiltormernsgalway@gmail.com)

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