

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

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