

ADVERT ID 194375

Secretary

Lisheenkyle NS

Lisheenkyle Oranmore H91YR20
<https://www.lisheenkylens.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed May 31 2023
Application Closing Date: Fri Jun 9 2023
Commencement Date: Mon Jun 19 2023
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 21
Current Enrolment: 232
Droichead school: Yes

POST DETAILS

Additional Information:

Applications are sought from suitably qualified applicants for the role of school secretary in a busy school office. The applicant will ideally have previous office experience preferably in a school office, with a knowledge of G-Suite, school management systems and Aladdin and possess excellent organisational and interpersonal skills and a flexible attitude and approach to work.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17771W
Apply To: Apply by email only to application@lisheenkylens.ie
Lisheenkyle
Oranmore
H91YR20
County: Galway
Enquiries To: admin@lisheenkylens.ie
Website: <https://www.lisheenkylens.ie>

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