

ADVERT ID 208348

Secretary

St Oliver Plunkett School

Alma Place Carrickbrennan Road Monkstown A94H562
<https://www.stoliverplunkett.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Feb 22 2024
Application Closing Date: Fri Mar 8 2024
Commencement Date: Mon Apr 8 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 9
Current Enrolment: 63
Droichead school: Yes

POST DETAILS

Additional Information:

St. Oliver Plunkett NS is a reading school for pupils aged 8 to 12 years who have transferred from mainstream primary school for a two year placement, following a professional diagnosis of a specific literacy difficulty (Dyslexia)

St. Oliver Plunkett school invites applications for the post of school secretary. This is a full time permanent position of 27.5 hours per week, it is subject to sanction by the Department Of Education, with recruitment in line with the terms set out in Circular 36/2022.

The entry level for this role is on the first point of the pay scale unless the candidate has previous work experience as a school secretary.

The appointment is subject to Garda vetting and the position is subject to a six month probationary period.

Candidates should have experience in office management and administration.

The successful candidate will be an integral part of the school community, working closely with the Principal and will manage the school office in a welcoming, professional and discreet manner.

Application should be addressed to The Chairperson and titled
"Secretary Application"

Applications by email to:
recruitment@stoliverplunketts.ie

Applications by post to:
St. Oliver Plunkett NS
Alma Place, Carrickbrennan Road,
Monkstown, Co. Dublin

A94H562

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19499T
Apply To: via email to:
recruitment@stoliverplunkett.ie
or
via post to:
St. Oliver Plunkett NS
Alma Place, Carrickbrennan Road,
Monkstown, Co. Dublin
A94H562
County: Dublin
Postal District: County Dublin
Enquiries To: recruitment@stoliverplunkett.ie
Website: <https://www.stoliverplunkett.ie>

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