

ADVERT ID 210257

Secretary

Scoil Aine Naofa

Scoil Áine Naofa, Esker Esker Lucan K78PF57
<https://www.scoilaine.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Apr 10 2024 12:22:17
Application Closing Date: Fri May 3 2024
Commencement Date: Mon May 13 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 41
Current Enrolment: 605
Droichead school: Yes

POST DETAILS

Additional Information: Part Time secretary position. 20.5 hours per week. Duties include:
Bookkeeping
Wages
Payments
Applicants must have competent IT skills and have experience working with computers.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19676P
Apply To:	applications@scaine.ie
County:	Dublin
Postal District:	County Dublin
Enquiries To:	principal@scaine.ie
Website:	https://www.scoilaine.com

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