

ADVERT ID 233880

Secretary

St Johns JS

St Johns Junior School Michael St Kilkenny R95HC03
<https://www.stjohnsthelake.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu May 8 2025 11:05:14
Application Closing Date: Wed May 21 2025
Commencement Date: Mon Jun 9 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 21
Current Enrolment: 228
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

St. Johns Junior School is looking to appoint an enthusiastic, hardworking school secretary/receptionist. (4 days per week- 24 hours in total)

The ideal candidate should have

- Recognised qualifications
- Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures
- Knowledge of online data bases
- Competency in maintaining financial records, online payment systems and ability to work as part of a team
- High level of proficiency in ICT

Shortlisting will apply and those shortlisted will be called for interview. The appointment is subject to Garda vetting.

To apply please send letter of application, curriculum vita and references to Job Application, Chairperson, St. Johns Junior School, Michael St, Kilkenny Closing Date: 3.00pm 21st May.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17108O
Apply To: Job Application
Chairperson
St Johns Junior School
Michael St
Kilkenny
R95HC03
County: Kilkenny
Enquiries To: info@stjohnsthelake.ie
Website: <https://www.stjohnsthelake.ie>

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