

ADVERT ID 23656 \*

## Secretary

---

### Scoil Chrónáin

FAO: An Cathaoirleach Address: scpoist@mail.com  
<https://www.scoilchronain.ie>

---

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jun 18 2014 00:11:17  
**Application Closing Date:** Tue Jul 1 2014  
**Commencement Date:** Thu Aug 21 2014  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

---

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total number of staff:** 13  
**Current Enrolment:** 265

---

#### POST DETAILS

**Additional Information:**

Good accounting and IT skills necessary: experience of Microsoft Office & Accounting Software essential Candidates must demonstrate excellent communication and organisational skills, be able to show initiative and have very good people skills. Caighdeán réasúnta maith Gaeilge labhartha & Scríofa ag teastáil. Please write 'secretary' as the subject of your e-mail.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19503h  
**Apply To:** FAO: An Cathaoirleach  
Address: [scpoist@mail.com](mailto:scpoist@mail.com)  
**County:** Dublin  
**Email Address:** [scpoist@mail.com](mailto:scpoist@mail.com)  
**Phone:**  
**Website:** <https://www.scoilchronain.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.