

ADVERT ID 86395 *

Secretary

Scoil Chlann Naofa

FAO: Chairperson Address: Scoil Chlann Naofa Ballinamore Co Leitrim

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jun 12 2017 15:24:29
Application Closing Date: Mon Jun 26 2017
Commencement Date: Mon Sep 4 2017
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: 18
Current Enrolment: 155

POST DETAILS

Additional Information: This is a part time position for 10 hours per week initially. The ideal candidate should have experience of working in an office.
-Excellent communication ,interpersonal and organisational skills
-Confidentiality and discretion for the role
-Knowledge of excel accounts, payroll and general administrative duties
-Familiarity with OLCS, POD and Aladdin systems
Appointee will be required to successfully undergo a period of probation of six months reviewed after intervals of three and six months.
A panel of suitable applicants may be set up to fill vacancies which may occur within a four month period from the date on which the Board approves the successful candidate.
Applications should be marked as Application for Part time Secretarial position.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20483L
Apply To: FAO: Chairperson
Address: Scoil Chlann Naofa
Ballinamore
Co Leitrim
County: Leitrim
Email Address: ballinamorebns1@gmail.com
Phone:

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.