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:	

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