

ADVERT ID 96144 *

Secretary

Coronea N.S

FAO: Chairperson Address: Coronea N.S, Arva, Co.Cavan

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Nov 15 2017 12:12:37
Application Closing Date:	Wed Nov 29 2017
Commencement Date:	Mon Jan 8 2018
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:	2
Current Enrolment:	25

POST DETAILS

Additional Information:	<p>Experienced person with high level of competency with I.T. Duties and responsibilities to include : General office and administrative duties, financial management and record keeping, ability to plan and work effectively on own initiative.</p> <p>Appointment will be subject to Garda Vetting & Reference Checks. Canvassing will disqualify. Four month probationary will apply.</p>
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APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	16767D
Apply To:	FAO: Chairperson Address: Coronea N.S, Arva, Co.Cavan
County:	Cavan
Email Address:	coronea.ias@eircom.net
Phone:	

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