

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: 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.

Appointment will be subject to Garda Vetting & Reference Checks.
Canvassing will disqualify.
Four month probationary will apply.

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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