

ADVERT ID 96233 *

Secretary

Shellybanks ETNS

Chairperson Address: recruitment@shellybanksetns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Nov 16 2017 14:36:47
Application Closing Date:	Thu Nov 30 2017
Commencement Date:	Mon Dec 4 2017
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total number of staff:	12
Current Enrolment:	194

POST DETAILS

Additional Information:	<p>The successful candidate would preferably have strong secretarial experience in a primary school setting. The successful candidate will work under the direction of the principal. Candidates should be highly-motivated with the ability to perform numerous general office and receptionist duties. They must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative. Candidates must have a friendly, approachable and pleasant manner as the first point of contact to the school.</p> <p>Candidates should also display/have:</p> <ul style="list-style-type: none">-a proven ability to work in a flexible team environment.-knowledge of financial management, record keeping, and/or payroll software.-a high level of competency with IT and specific school software programmes, e.g.aladdin-awareness of the importance of confidentiality and discretion <p>application by email only</p> <p>Shellybanks ETNS is looking to recruit a secretary for our developing school.</p> <p>We are currently based in Ballsbridge. Work Hours: Monday- Friday, 8.30-2.30</p> <p>Immediate start</p> <p>We are developing Educate Together school and we are looking for an energetic, friendly secretary to join our hard working staff.</p>
-------------------------	---

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20441S
Apply To: Chairperson
Address:
recruitment@shellybanksetns.ie
County: Dublin
Email Address: recruitment@shellybanksetns.ie
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.