

ADVERT ID 98361 *

Secretary

St.Paul's

FAO: Mr. Jerry Buttimer, Chairperson Address:St. Paul's School, Beech Hill, Montenotte, Cork
<https://www.stpaulsspecialschool.com>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Feb 19 2018 20:54:30
Application Closing Date:	Tue Mar 6 2018
Commencement Date:	Mon Apr 9 2018
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	51
Current Enrolment:	97

POST DETAILS

Additional Information: St. Paul's School caters for pupils with a moderate, severe or profound intellectual disability. Applicants must have exceptional communication skills, be proficient in accounts administration and have excellent computer skills: Word, Excel, Digital Media etc. Experience of Aladdin and Esinet is also beneficial. The post will include additional secretarial duties in support of the Principal, Deputy Principal and staff. The post will be probationary for 6 months. Appointment will be subject to Garda Vetting. Applications must include at least three referees. Please include mobile numbers for all referees.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19203S
Apply To: FAO: Mr. Jerry Buttimer, Chairperson
Address: St. Paul's School, Beech Hill, Montenotte, Cork
County: Cork
Email Address: principalstpaulssp@gmail.com
Phone:
Website: <https://www.stpaulsspecialschool.com>

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