

ADVERT ID 98901 *

Secretary

Kilmeen National School

FAO: Chairperson, Board of Management. Address: Kilmeen National School, Rossmore, Clonakilty, Co. Cork
<http://kilmeenns.scoilnet.ie/blog/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Apr 4 2018 23:18:38
Application Closing Date: Wed Apr 18 2018
Commencement Date: Mon May 28 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: 9
Current Enrolment: 126

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: Kilmeen National School is seeking a secretary with at least 5 years experience in office / secretarial work / administration or related environment being essential. Applicants must be proficient in accounts administration and have excellent computer Skills...Word, Excel, Data base, Digital Media etc. The post will include additional secretarial duties in support of the Principal, Deputy Principal and staff.
Minimum qualification: Leaving Certificate or equivalent
Fluent spoken and written English are essential.
Applications by post only to reach Chairperson by 12.00 p.m on 18th April to Chairperson, Board of Management, Kilmeen National School, Rossmore, Clonakilty, Co. Cork. Kilmeen National School is a co-educational Catholic School. Please include mobile numbers for all referees.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19224D
Apply To: FAO: Chairperson, Board of Management.
Address: Kilmeen National School, Rossmore, Clonakilty, Co. Cork
County: Cork
Phone:
Website: <http://kilmeenns.scoilnet.ie/blog/>

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.