

ADVERT ID 98903 \*

## Secretary

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### Castlegar NS

FAO: The Chairperson Address: Castlegar NS , Castlegar , Galway  
<https://www.castlegar.ns.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Apr 5 2018 10:12:52  
**Application Closing Date:** Fri Apr 20 2018  
**Commencement Date:** Mon Apr 23 2018  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total number of staff:** 10  
**Current Enrolment:** 90

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#### 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:** Castlegar NS seeks a part-time Secretary who is competent, efficient and experienced in relation to office procedures. He/she should be proficient in MS Office and other IT Skills, data management, financial records and general office management. Confidentiality and flexibility are required. Garda vetting procedures 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:** 17221k  
**Apply To:** FAO: The Chairperson  
Address:  
Castlegar NS ,  
Castlegar ,  
Galway  
**County:** Galway  
**Email Address:** [castlegarns@gmail.com](mailto:castlegarns@gmail.com)  
**Phone:**  
**Website:** <https://www.castlegarns.ie>

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