

ADVERT ID 99325 *

Secretary

Cnoc Mhuire Junior school

FAO: The Chairperson Address: Knockmore Junior School, Knockmore Ave Killinarden Tallaght d24

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Apr 13 2018 09:57:07
Application Closing Date: Mon Apr 30 2018
Commencement Date: Mon May 14 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 30
Current Enrolment: 182

POST DETAILS

Additional Information: 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 must 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 should also display/have:

- A proven ability to work in a team environment.
- Knowledge of financial management and record keeping.
- A high level of competency with IT and specific school software programmes.
- An awareness of the importance of confidentiality and discretion.
- Hours of work will be 8.45- 2.30, Monday- Friday
- Appointment will be subject to Garda vetting and reference checks

Please be aware that canvassing will disqualify.
A four month probationary period will apply.

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: 19775r
Apply To: FAO: The Chairperson
Address:
Knockmore Junior School,
Knockmore Ave
Killinarden
Tallaght
d24
County: Dublin
Phone:

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