

ADVERT ID 99490 \*

## Secretary

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### Granlahan N.S.

FAO:The Chairperson, B.O.M. Address:Granlahan N.S. Granlahan, Ballinlough,

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Apr 16 2018 17:40:36  
**Application Closing Date:** Tue May 1 2018  
**Commencement Date:** Mon May 28 2018  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total number of staff:** 3  
**Current Enrolment:** 38

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#### POST DETAILS

**Additional Information:** Granlahan N.S. seeks a part-time secretary, the candidate should preferably have secretarial experience in a primary school. Candidates must display competency in I.T. and general office management. The post will include additional duties in support of the principal and staff. Confidentiality, flexibility, trustworthiness and an ability to use one's initiative are essential. Appointment will be subject to Garda Vetting and reference checks. Please be aware that canvassing will disqualify and a 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**

<b>Roll Number:</b>	15664L
<b>Apply To:</b>	FAO:The Chairperson, B.O.M. Address:Granlahan N.S. Granlahan, Ballinlough,
<b>County:</b>	Roscommon
<b>Phone:</b>	

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