

ADVERT ID 99490 *

Secretary

Granlahan N.S.

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

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

SCHOOL DETAILS

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

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

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

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