

ADVERT ID 209850

## Secretary

### Holy Family NS

Ballymote Road Tubbercurry F91EW90  
<https://www.holyfamilytubbercurry.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Mar 28 2024 13:08:02  
**Application Closing Date:** Mon Apr 8 2024  
**Commencement Date:** Mon Apr 22 2024  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
 This is a readvertisement

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 16  
**Current Enrolment:** 204  
**Droichead school:** Yes

#### 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:** Applications for the post of school secretary sought. This position is to cover a maternity leave. This is a readvertisement - previous applicants need not reapply and will be considered for the position. Experience with Aladdin, Financial Accounts, FSSU are required. Application by email only to applicationshfn@gmail.com

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20019J  
**Apply To:** applicationshfn@gmail.com  
**County:** Sligo  
**Enquiries To:** [principalhollyfamilyns@gmail.com](mailto:principalhollyfamilyns@gmail.com)  
**Website:** <https://www.holyfamilytubbercurry.ie>  
**Further Information:** <https://www.holyfamilytubbercurry.ie>

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