

The Royal School Dungannon

2 Ranfurly Road, Dungannon, Co Tyrone BT71 6EG

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www.royaldungannon.com



The Board of Governors invites applications for the post of

Senior Clerical Officer (Part Time 3 days per week)

Applications are invited for the role of Senior Clerical Officer within the Royal School Dungannon on a part time basis to work in the Front Reception Office and to provide administrative, clerical and secretarial support to the Headmaster and Senior Staff as required. This is a front office post which requires sensitive and efficient operation of the telephone/switchboard, receiving of visitors and dealing with enquiries from pupils and staff in a welcoming manner.

For further details of the appointment, together with an information pack and application form, please visit the RSD website at

www.royaldungannon/vacancies/

Salary Range Appointment effective from 1st April 2019 - NJC New Scale
Points 5 to 6 (£18,795 to £19,171 pro rata)

Closing date for receipt of application forms: First post on **Wednesday 6th March 2019**.

The Royal School Dungannon is an Equal Opportunities Employer