

ADVERT ID 211226

Secretary

Scoil Mhuire Gransha

Leachtgallon Clones H23 EY86

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Apr 24 2024 17:41:02
Application Closing Date:	Fri May 3 2024
Commencement Date:	Mon May 20 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	4
Current Enrolment:	81
Droichead school:	No

POST DETAILS

Additional Information: The position is for 15 hours per week.
The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate will have:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Proficiency in Microsoft Office
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- A high level of Confidentiality and Discretion is expected

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Procurement of resources for identified areas of the school.
- Assisting with the organisation of school events and activities.

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: 18482U
Apply To: applications@granshans.ie
County: Monaghan
Enquiries To: office@granshans.ie

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