

ADVERT ID 211337

Secretary / Administrator

Gort Community School

Gort Co Galway Gort H91C9K1
<https://www.gortcs.com>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Apr 22 2024
Application Closing Date: Fri May 3 2024
Commencement Date: Mon Jun 10 2024
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 19.5

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 816
Droichead school: Yes

POST DETAILS

Additional Information:

Gort Community School is seeking an enthusiastic, hard-working School Secretary. The position is for three days (19.5 hours) per week.

Application letter, CV along with two written references to be forwarded by email only to info@gortcs.com

Closing date for applications: 4pm Friday 3rd May 2024

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)

Good IT skills

Ability to plan and work on one's own initiative along with the ability to work in a team environment with school leadership and other school staff

A high level of confidentiality and discretion is required

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, School Accounts system-Bright Books, postage, etc.

Updating, managing and storing school records in compliance with GDPR

General Office administration

Procurement of resources for identified areas of the school

Previous School Secretary experience is desirable but not essential as training will be provided.

A Panel of suitable applicants may be set up to fill vacancies that arise within this school year.

Canvassing will disqualify.

Salary is as per Dept. of Education circular 0038/2024

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.

APPLICATION REQUIREMENTS

- References (written)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	91498C
Apply To:	Gort Co Galway Gort H91C9K1
County:	Galway
Enquiries To:	info@gortcs.com
Website:	https://www.gortcs.com
Further Information:	https://www.gortcs.com

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