

ADVERT ID 109575 \*

## Secretary

### Ballyoughter National School

FAO:Reverend Chairperson Address: Ballyoughter National School Ballyoughter Gorey Co. Wexford  
<https://Www.balyoughterns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Aug 7 2018 20:15:14  
**Application Closing Date:** Tue Aug 21 2018  
**Commencement Date:** Tue Aug 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:** 43

#### 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:** This position is for 12 hours per week during school term time. Hours must be flexible.

The key responsibilities of this role are as follows:

Excellent organisational , communication (both written and oral) and interpersonal skills required. Flexibility and commitment are a must for this very busy role. Must have good own initiative and ability to work independently and meet deadlines as they arise. Must have the ability to work in a team environment with all staff. Reception and secretarial duties will include day to day school accounts, enrolment and other tasks as directed by the Principal  
Proficiency in ICT is a key requirement.  
Knowledge of Word, Excel, Powerpoint and website development required.  
Role also includes use of Aladdin management system, POD Pupil Online database and OLCS payment system. Knowledge of these systems desirable but not essential.  
Candidate will need to be highly confidential in all areas of their work. and have an awareness of GDPR.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 10780I  
**Apply To:** FAO:Reverend Chairperson  
Address: Ballyoughter National School  
Ballyoughter  
Gorey  
Co. Wexford  
**County:** Wexford  
**Phone:**  
**Website:** <https://Www.balyoughterns.ie>

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