ADVERT ID 109915 *

Secretary

Scoil Chroí Íosa

FAO: Chairperson, Board of Management Address:Scoil Chroí Íosa, St. Anne's Rd., Blarney, Co. Cork
https://www.scins.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Aug 13 2018 10:51:37
Application Closing Date:	Mon Aug 27 2018
Commencement Date:	Mon Sep 10 2018
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	26
Current Enrolment:	310

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: Please mark envelope "Secretary Application".

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.
Own initiative and ability to work independently and meet deadlines as they arise.
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 / Deputy Principal.
Proficiency in ICT is a key requirement.
Knowledge of Word, Excel, Powerpoint and website development required.
Experience of accounting software systems and on-line banking favourable.
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.
Appointment will be subject to current Garda Vetting and Medmark clearance

Candidates may be called to interview via email. An up-to-date email address is required.

APPLICATION REQUIREMENTS

- Letter of Application

- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	20399W
Apply To:	FAO: Chairperson, Board of Management Address:Scoil Chroí Íosa, St. Anne's Rd., Blarney, Co. Cork
County:	Cork
Email Address:	principal@scins.ie
Phone:	
Website:	https://www.scins.ie

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