

ADVERT ID 111387

Secretary

Scoil Chlann Naofa

Convent Road Ballinamore

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Sep 10 2018 11:50:58
Application Closing Date: Mon Sep 24 2018
Commencement Date: Mon Oct 8 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 No. of Teaching Staff: 13
Current Enrolment: 212

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: 20 hours per week
 Good ICT skills necessary
 Experience and Understanding of OLCS and POD desirable
 GDPR awareness and awareness of associated confidentiality
 Knowledge and experience of Aladdin computing systems desirable, but not essential
 Appointment subject to Garda vetting, (Please include Garda vetting which you may have from outside agencies with your Application)
 Excellent organisational, communication 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/ filing and other tasks as directed by the Principal
 Proficiency in ICT is a key requirement.
 Please also include the contact details of three referees, one of whom must be your present or most recent employer.
 Please include your email address with your application as invitations to interview will issue by email only.
 Application to be sent by post for the attention of Chairperson and marked Application.

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: 20483L
Apply To: Scoil Chlann Naofa
Ballinamore
Co. Leitrim
County: Leitrim
Enquiries To: ballinamorebns1@gmail.com
071 9645001

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