

ADVERT ID 111475

Secretary

SN Cruachain

Croghan Boyle

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Sep 11 2018 23:35:57
Application Closing Date:	Thu Sep 27 2018
Commencement Date:	Mon Nov 5 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 No. of Teaching Staff:	13
Current Enrolment:	169
Droichead school:	Yes

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:	<p>Please mark envelope secretary application.</p> <p>This position is for 20 hours per week during school term time. Hours must be flexible.</p> <p>The key responsibilities of this role are as follows:</p> <p>Excellent organisational, communication and interpersonal skills required.</p> <p>Flexibility and commitment are a must for this role.</p> <p>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.</p> <p>Reception and secretarial duties will include day to day school accounts, enrolment and other tasks as directed by the Principal/Deputy Principal.</p> <p>Proficiency in ICT is a key requirement.</p> <p>Knowledge of Word, Excel, Powerpoint and website development required.</p> <p>Experience of accounting software systems favourable.</p> <p>Role also includes use of Alladin management system, POD and OLCS. Knowledge of these systems desirable but not essential.</p> <p>Candidate will need to be highly confidential in all areas of their work and have an awareness of GDPR.</p> <p>Appointment subject to current Garda vetting clearance.</p>

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: 18012G
Apply To: Chairperson,BOM
Croghan N,S
Croghan
Boyle
Co.Roscommon.
County: Roscommon
Enquiries To: croghanns@eircom.net
0719668366

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.