

ADVERT ID 111475

## Secretary

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### SN Cruachain

Croghan Boyle

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#### 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

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#### 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

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#### 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.  
 This position is for 20 hours per week during school term time. Hours must be flexible.  
 The key responsibilities of this role are as follows:  
 Excellent organisational, communication and interpersonal skills required.  
 Flexibility and commitment are a must for this 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/Deputy Principal.  
 Proficiency in ICT is a key requirement.  
 Knowledge of Word, Excel, Powerpoint and website development required.  
 Experience of accounting software systems favourable.  
 Role also includes use of Alladin management system, POD and OLCS. 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 subject to current Garda vetting clearance.

#### 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](mailto:croghanns@eircom.net)  
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