

ADVERT ID 113375

Secretary

Scoil Eoin

Baile an Chollaigh Corcaigh Ballincollig P31XW21
<https://WWW.scoileoinballincollig.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Nov 6 2018 22:03:15
Application Closing Date: Tue Nov 20 2018
Commencement Date: Tue Dec 4 2018
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Total No. of Teaching Staff: 25
Current Enrolment: 450
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:

- Candidate must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative.
- Pleasant and approachable in manner, both in person and on the phone, as they would be first point of contact to the school..
- Competent in the use of computers, with demonstrated experience of good file/ folder practices and document revision management practices plus an ability to learn new applications quickly
- Book keeping, administration skills and understanding of payroll systems.
- The role includes the use of Aladdin management system, POD (Pupils on line Data), OLCS (on line claims system), experience desirable but not essential.

Applicant will need to be highly confidential in all areas of their work, and have an awareness of GDPR (General Data Protection Regulations)

? Hours of work 35 per week 8.45am -3.45pm
 ? Appointment subject to current Garda Vetting clearance.
 ? 4 months probationary period will apply.

Mark for the attention of Kieran Costello Chairman.

APPLICATION REQUIREMENTS

- Letter of Application

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17754W
Apply To: Baile an Chollaigh
Co Chorcaí
N/A
County: Cork
Enquiries To: reception@scoileoin.com
021 4871321
Website: <https://WWW.scoileoinballincollig.ie>

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