

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](mailto:reception@scoileoin.com)  
021 4871321  
**Website:** <https://WWW.scoileoinballincollig.ie>

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.