

ADVERT ID 115096

Secretary

Scoil Naomh Iosaf

St. Joseph's NS Shrile H91 D7DA
<https://www.shrulens.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jan 18 2019
Application Closing Date: Fri Feb 1 2019
Commencement Date: Tue Feb 12 2019
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 103
Droichead school: No

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:

A panel of suitable applicants may be set up to fill vacancies which may occur within a four month period 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.
- 6 hours per week-Tuesday, Wednesday, Friday but must be flexible.
- Proficient in ICT is a key requirement.
- Keyboard skills essential with a knowledge of Word, Excel and Powerpoint.
- Experience of accounting system (FSSU) an advantage.
- 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).
- Appointment subject to current Garda Vetting clearance.
- 4 monthly probationary period will apply.
- Please be aware that canvassing will disqualify.

Mark for the attention of The Principal, Secretarial Post.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16984L
Apply To: St.Joseph's N.S
Shrule
H91 D7DA
County: Mayo
Enquiries To: theprincipal247@gmail.com
093 31221
Website: <https://www.shrulens.ie>

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