

ADVERT ID 115096

## Secretary

### Scoil Naomh Iosaf

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



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Jan 18 2019 17:00:12  
**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:** 101  
**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](mailto:theprincipal247@gmail.com)  
093 31221  
**Website:** <https://www.shrulens.ie>

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