

ADVERT ID 121819

Secretary

Glenbeg NS

Glenbeg Dungarvan X35P272
<https://glenbegnationalschool.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jun 10 2019
Application Closing Date:	Mon Jun 24 2019
Commencement Date:	Mon Aug 26 2019
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	10
Current Enrolment:	150
Droichead school:	Yes

POST DETAILS

Additional Information:

This position is for 25 hours a week.

Please email applications@glenbegnationalschool.ie for a copy of Application Form or download attached from this site. Return completed Application Form and Letter of Application via email to the same address by Monday the 24th of June at 12noon. Please mark as Secretary Position

The successful candidate will be flexible, committed and possess:

- Administrative skills to support the management of school finances
- Excellent typing skills with proficiency in Microsoft Applications, (Word, Excel)
- Excellent organisational, interpersonal along with oral and written communication skills
- Ability to plan and work on own initiative, along with the ability to work in a team environment with Principal and other school staff.
- Experience of front office telecommunications
- Ability to plan and work on own initiative, along with the ability to work in a team environment with Principal and other school staff.
- Familiarity with GDPR
- Familiarity with the Aladdin, OLCS and POD systems would be desirable.
- Experience of working in a similar setting is desirable

APPLICATION REQUIREMENTS

- Letter of Application

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	15318P
Apply To:	applications@glenbegnationalschool.ie
County:	Waterford
Enquiries To:	office@glenbegnationalschool.ie 058 43266
Website:	https://glenbegnationalschool.ie
Application Form:	Application Form for Glenbeg NS Secretary.pdf

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