

ADVERT ID 125680

Secretary

Bigstone NS

Bigstone NS Ballyraggan Rathvilly R93 KP89
<https://bigstonens.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Aug 6 2019 15:05:51
Application Closing Date: Tue Aug 20 2019
Commencement Date: Mon Sep 2 2019
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Patronage: Catholic
Total No. of Teaching Staff: 2
Current Enrolment: 21
Droichead school: Yes

POST DETAILS

Additional Information: This is a part time positions (10 hours to begin)
The following skills/experience are essential:
Excellent interpersonal and communication skills including oral and written skills.
Excellent organisational and record keeping skills.
Proficiency in Microsoft applications, to include Word and Excel.
Administrative skills to support the management of school finances along with accounting and payroll experience.
Ability to plan and work on own initiative along with the ability to work in a team environment.
Familiarity with GDPR
Familiarity with POD and on-line payment systems
Previous school secretarial experience

The successful candidate will be required to comply with national vetting requirements as outlined in Circular 21/2016

Please mark application as "Secretary Application"

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 14643V
Apply To: Bigstone NS
Ballyraggan
Rathvilly
R93 KP89
County: Kildare
Enquiries To: chairpersonbigstone@gmail.com
0599161171
Website: <https://bigstonens.ie>

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