

ADVERT ID 126082

## Secretary

### Niall Mór N.S.

Killybegs Killybegs F94 FX76  
<https://www.niallmor.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Aug 12 2019  
**Application Closing Date:** Mon Aug 26 2019  
**Commencement Date:** Mon Sep 2 2019  
**Status of Post:** Permanent  
**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:** 15  
**Current Enrolment:** 206  
**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:

Secretary / office administrator for a busy primary school Monday to Friday approximately 30 hours per week for the school year.

The following skills are desirable:

Excellent interpersonal and communication skills, including oral and written communication skills.  
Excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies.

The successful candidate should be able to work in a team environment, alongside the Principal and all school staff, be flexible, discrete, trustworthy and confidential.

The successful candidate should also possess administrative skills to support the management of finances and be proficient in Microsoft applications including word, excel and publisher. Familiarity with Aladdin, Esinet and POD systems would be advantageous but not essential as training will be provided.

Commencement date is 2nd September 2019 but there may be some flexibility with the start date.

#### 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:** 11843O  
**Apply To:** Chairperson Board of Management  
Niall Mór N.S.  
Killybegs  
Co. Donegal  
**County:** Donegal  
**Enquiries To:** [office@niallmor.com](mailto:office@niallmor.com)  
**Website:** <https://www.niallmor.ie>

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