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 15:19:05
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
Website:	https://www.niallmor.ie

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.