

ADVERT ID 127132

Secretary

Kiltallagh National School

Tralee Road Castlemaine V93KV76

<https://www.kiltallaghns.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Sep 2 2019 20:16:50
Application Closing Date:	Tue Sep 17 2019
Commencement Date:	Mon Oct 14 2019
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Church of Ireland
Classification:	DEIS Rural
Total No. of Teaching Staff:	2
Current Enrolment:	25
Droichead school:	No

POST DETAILS

Additional Information:

Strong interpersonal , organizational and communication skills are essential to fulfill this role effectively.

Excellent ICT skills required with a knowledge of OLCS and POD highly desirable .

Other essential requirements include:

Commitment to the school ethos

Confidentiality

Flexibility

A good knowledge of GDPR

Ability to work under pressure and achieve deadlines

Ability to work independently in addition to working in partnership with the principal and school team.

This position comprises of 12 hours weekly. Monday, Wednesday , Friday, 9.15am-1.15pm.

This position is subject to current Garda Vetting.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17161S
Apply To: Chairperson,
Kiltallagh N.S.
Tralee Road,
Castlemaine,
Co. Kerry.
County: Kerry
Enquiries To: kiltallaghns@yahoo.ie
0669767718
Website: <https://www.kiltallaghns.ie>

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