

ADVERT ID 130646

## Secretary

### Corlea NS

Corlea Kingscourt  
<http://corleans.scoilnet.ie/blog>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Dec 4 2019 17:01:21  
**Application Closing Date:** Wed Dec 18 2019  
**Commencement Date:** Mon Jan 13 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 2  
**Current Enrolment:** 30  
**Droichead school:** No

#### POST DETAILS

**Additional Information:** Part-time Primary school secretary required for Corlea National School, Kingscourt, Co. Cavan. The position is for 13 hours per week, over four days. The position requires an experienced, trustworthy person who has initiative, flexibility and energy. Administrative duties will include  
-dealing with school correspondence  
-answering telephone calls  
-administration of enrolment  
-day to day school accounts and online banking  
-OLCS entry  
-Responding to enquiries from parents, teachers, pupils and visitors to the school  
-other administrative tasks as needed.

Skills required:  
-excellent organisational skills  
-proficiency in ICT  
-ability to work independently  
-excellent interpersonal and communication skills (both oral and written)

Appointment will be subject to 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

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 14320U  
**Apply To:** Chairperson  
Corlea National School  
Kingscourt  
Co Cavan  
**County:** Cavan  
**Enquiries To:** [corleaapp@gmail.com](mailto:corleaapp@gmail.com)  
042 9667338  
**Website:** <http://corleans.scoilnet.ie/blog>

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