

ADVERT ID 130712

Secretary

Glynn NS

Glynn Enniscorthy Y21 DX47
<https://glynnns.scoilnet.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Dec 6 2019 18:41:49
Application Closing Date: Mon Dec 23 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: 9
Current Enrolment: 149
Droichead school: Yes

POST DETAILS

Additional Information: Part-time Primary school secretary required for Glynn National School, Glynn, Enniscorthy, Co. Wexford.
The position is for 30 hours per week, over five 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
- responding to enquiries from parents, teachers, pupils and visitors to the school
- OLCS Entry
- 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: 17005E
Apply To: Chairperson
Glynn NS
Glynn
Enniscorthy
Co. Wexford
County: Wexford
Enquiries To: glynnsecjob@gmail.com
053 9128449
Website: <https://glynnns.scoilnet.ie>

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