

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](mailto:glynnsecjob@gmail.com)  
053 9128449  
**Website:** <https://glynnns.scoilnet.ie>

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