

ADVERT ID 130756

Secretary

All Saints NS

Main St Carnew Y14 YY46
<http://allsaintsnscarnew.com/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Dec 10 2019 21:10:15
Application Closing Date: Fri Jan 3 2020
Commencement Date: Mon Feb 3 2020
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
Total No. of Teaching Staff: 3
Current Enrolment: 21
Droichead school: Yes

POST DETAILS

Additional Information: All Saints' N.S. requires a part-time school secretary. The position is for 10 hours per week, over five days.
Administrative duties will include:
* Dealing with school correspondence
* Maintenance of Aladdin, POD (Pupil Online Database) and OLCS payment system
* Day to day school accounts
* Other administrative tasks as needed.
Skills required:
* Excellent organisational skills
* Proficiency in ICT
* Flexibility
* Ability to work independently and as part of team
* Excellent communication skills
* Experience desirable.

Please note the appointment is 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

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 14972R
Apply To: Main St.,
Carnew,
Co. Wicklow
* Please write 'Application' on the envelope.
County: Wicklow
Enquiries To: school@allsaintscarnew.net
053 94 26513
Website: <http://allsaintsnscarnew.com/>

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