

ADVERT ID 131111

Secretary

Killasolan NS

Killasolan Caltra Ballinasloe H53 VF21

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jan 7 2020 09:15:52
Application Closing Date: Fri Jan 24 2020
Commencement Date: Mon Feb 24 2020
Status of Post: Fixed-term
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: 14

POST DETAILS

Additional Information: The Board of Management of Killasolan N.S. wish to appoint a suitable candidate to the position of secretary with part-time hours.
The key responsibilities of this role are as follows:
General school administration and office management.
Use of Aladdin, FSSU docs, POD (Pupil Online Database) and OLCS payment system
Short-term management of school financial records: daily accounts, invoices, incoming payments and processing outgoing payments
Procurement of resources and school transport
Administration of enrolment, update and organisation of school records

The following skills are required:
Proficiency in ICT, record keeping, accounts
Ability to work independently
Excellent interpersonal and communication skills
Excellent organisational skills
Discretion and the ability to maintain strict confidentiality
This is a role in a small school so flexibility is required and the post will include classroom assistant duties at times
Experience working in a child-centred environment is desirable

The position is subject to current Garda Vetting requirements.

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: 18113M
Apply To: Killasolan
Caltra
Ballinasloe
H53 VF21
County: Galway
Enquiries To: killasolannationalschool@gmail.com
090 9678425

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