

ADVERT ID 131388

Secretary

St Brendans

Mullagh, Gurty Madden, Gurty Madden Loughrea Loughrea H62P447
<https://www.mullaghschool.scoilnet.ie/blog/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jan 16 2020 13:48:36
Application Closing Date: Thu Jan 30 2020
Commencement Date: Mon Mar 2 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: 4
Current Enrolment: 39

POST DETAILS

Additional Information: The Board of Management of St. Brendan's National School, Mullagh 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.
Update and organisation of school records: Use of Aladdin, POD(Pupil Online Database), OLCS payment system and filing.
Short-term management of school financial records:daily accounts, invoices, incoming payments and processing outgoing payments.
Procurement of resources for the school.

The following skills are required:
Proficiency in ICT, record keeping and accounts.
Strong interpersonal and communication skills.
Strong organisational skills.
Discretion and the ability to keep strict confidentiality.
The position is subject to Garda Vetting requirements and a probationary period.

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: 17154V
Apply To: The Chairperson,
St Brendan's National School, Mullagh,
Gurymadden
Loughrea
Co. Galway
H62P447
County: Galway
Enquiries To: mullaghschool@eircom.net
091843011
Website: <https://www.mullaghschool.scoilnet.ie/blog/>

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