

ADVERT ID 131388

## Secretary

### St Brendans

Mullagh, Gurtymadden, Gurtymadden 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](mailto:mullaghschool@eircom.net)  
091843011  
**Website:** <https://www.mullaghschool.scoilnet.ie/blog/>

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