

ADVERT ID 131709

Secretary

Ruan Central NS

Ruan Ennis V95R206
<https://scoilmhuireruan.ie/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sat Feb 1 2020 21:07:12
Application Closing Date: Mon Feb 17 2020
Commencement Date: Mon Mar 2 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: 5
Current Enrolment: 95
Droichead school: Yes

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: The Board of Management of Scoil Mhuire, Ruan wish to appoint a suitable candidate to the position of secretary with part-time hours (15 hours per week)

Key responsibilities of the role are:
General School and Office Administration.
Updating and organisation of school records.
Management of school financial records, daily accounts, invoices, incoming payments and processing outgoing payments.
Use of Aladdin, POD and OLCS.
Procurement resources for schools.

The following are the key skills required:

Proficiency in and Experience in ICT.
High level of proficiency in school accounts desirable.
Strong interpersonal and communication skills.
Strong organisational skills.
Discretion and the ability to keep strict confidentiality.
Flexibility.

This position is subject to Garda vetting 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: 19442N
Apply To: The Chairperson
Scoil Mhuire, Ruan
Ennis,
Co. Clare.
County: Clare
Enquiries To: ruanschool@gmail.com
065)6837301
Website: <https://scoilmhuireruan.ie/>

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