

ADVERT ID 131962

## Secretary

### Coronea NS

St. Mary's Boys N.S. Railway Road Belturbet H12WA46  
<https://www.belturbetboysns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Feb 18 2020 09:35:49  
**Application Closing Date:** Tue Mar 3 2020  
**Commencement Date:** Wed Mar 18 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Senior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 59  
**Droichead school:** No

#### POST DETAILS

**Additional Information:** This vacancy is for 6 hours per week over 3/ 4 days.

Key responsibilities of the role are:  
General Office Administration/ Upkeep of office area  
General School Administration  
Update of general school records  
Use of POD, OLCS, SEAI, Aladdin  
Procurement of resources for the school.

Suitable applicant must have experience in ICT, be discrete and have strong communication and organisational skills.

This position is subject to Garda Vetting and a probationary period.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 16767D  
**Apply To:** Coronea National School  
Coronea  
Arva,  
Co.Cavan  
H12 W984  
**County:** Cavan  
**Enquiries To:** [coronea.ias@eircom.net](mailto:coronea.ias@eircom.net)  
0494335780  
**Website:** <https://www.belturbetboysns.ie>

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