

ADVERT ID 138235

Secretary

Croinchoill NS

Crinkill National School Crinkill Birr R42 P585
<https://www.crinkillns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Jul 1 2020
Application Closing Date: Wed Jul 15 2020
Commencement Date: Tue Sep 1 2020
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 17
Current Enrolment: 216
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 Crinkill N.S. invites applications for the position of School Secretary (temporary contract, cover vacancy).

Hours of work will generally be 09:20-3:00 Monday to Friday during term time. However, flexibility may be required at other times to support the needs of the school.

The successful candidate will:

- Assist the Principal and staff in performing a wide variety of clerical and secretarial duties with flexibility in adapting to the needs of the school.
- Will uphold the ethos of the school.
- Be discreet in dealing with confidential information and have a professional manner.
. Work well as part of a team
- Be a confident and proficient user of MS Office including Word, PowerPoint & Excel, and have strong ICT skills with an interest in and commitment to upskilling in this area. Knowledge of Aladdin, POD, OLCS and is desirable.
- Have excellent communication skills.
. Have experience of stocktaking and purchasing.

- Proactively identify opportunities to improve systems and procedures to ensure the smooth running of the school office.
 - Good organisational and clerical skills, ensuring good record keeping and adherence to school procedures and policies at all times.
- Please note this position is to cover an approved leave of absence and the appointment will be for a period of 6 months initially. It is subject to a probationary period of 3 months.
- Applications to include cover letter, CV and names of two referees with contact details by email to officecrinkillns@gmail.com
- Please note canvassing will disqualify.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	18267Q
Apply To:	Crinkill National School Crinkill Birr
County:	Offaly
Enquiries To:	officecrinkillns@gmail.com 057 9120803
Website:	https://www.crinkillns.com

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