

ADVERT ID 139384

Secretary / Administrator

Portumna Community School

Portumna Community School St Brigid's Road Galway Portumna H53 N403
<https://www.portumnacs.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Thu Aug 6 2020 23:17:42
Application Closing Date:	Thu Aug 20 2020
Commencement Date:	Tue Sep 1 2020
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Community School
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POST DETAILS

Additional Information:

Portumna Community School seeks applications from suitably qualified and experienced applicants for the following post which may arise for the school year 2020 2021 subject to the approval of the Department of Education and Skills and subject to compliance with and satisfactory outcome of the national vetting procedures: Secretary/Clerical Officer Grade 3.

The suitable candidate must be competent with relevant experience. Proficient in MS Office and in office-related IT skills including data management, GDPR procedures. Confidentiality and excellent attention to detail are important. Knowledge of DES administrative systems is desirable eg OLCS, VS Ware and PPOD. Candidates MUST have knowledge/experience of payroll, taxation, Revenue, RCT, VAT and procurement procedures.

Application forms included in attachments or available at www.portumnacs.ie/application-forms.html. Or navigate to Admin tab, then Application forms.

A completed application form, addressed to the Secretary B.O.M., should reach the school by post before 4 p.m. on Thursday August 20th 2020. Completed application forms MUST be accompanied by Garda Vetting Disclosure or be in the process of and 2 written references. Candidates should ensure they are available for interview in person from August 24th. Late applications will not be accepted. Shortlisting may apply. Portumna Community School is an equal opportunities employer.

Portumna Community School,
St. Brigid's Road,
Portumna,
Co. Galway. H53 N403

APPLICATION REQUIREMENTS

- References (written)
- [Standard Application Form](#)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91413O
Apply To: Portumna Community School
St Brigid's Road
Galway
Portumna
H53 N403
County: Galway
Enquiries To: principal@portumnacs.ie
Website: <https://www.portumnacs.ie>
Further Information: <http://www.portumnacs.ie/vacancies--application-forms.html>
Application Form: [Application Form Clerical Officer.pdf](#)

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