

ADVERT ID 139899

Secretary

Scoil Naomh Sheosaimh

Buaile Beag, Bearna Bearná

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jul 29 2020 12:43:49
Application Closing Date:	Wed Aug 12 2020
Commencement Date:	Thu Aug 27 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:	249
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: St. Joseph's N.S is looking for a secretary with demonstrable expertise in office management and administration to work in our school. The suitable candidate will be an integral part of our school community and will manage the school office in a welcoming, professional and discrete manner while upholding school ethos.

The successful candidate will:

- Have an excellent standard of oral and written English
- Have a minimum qualification level of Leaving Certificate or equivalent
- Have the ability to initiate, plan and work independently
- Have excellent organisational skills
- Have a high level of interpersonal skills and strong sense of empathy
- Be able to demonstrate a high degree of ICT proficiency and ability to master relevant software solutions
- Have a solid financial knowledge
- Need to be highly confidential in all areas of their work and be GDPR compliant

Additional Information

There will be an initial probationary period of 3 months. The fixed term contract will be from August to July working 30 hours a week during school time.

The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection Training.

APPLICATION REQUIREMENTS

Letter of Application

Referees (name, role, contact no.)

CV (Unbound/Slide Binder)

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 13914V
Apply To: Buaile Beag,
Bearna
Bearna
County: Galway
Enquiries To: buailebeagns@hotmail.com
091 520933

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