

ADVERT ID 142541

## Secretary

### Scoil Náisiúnta na Coille Glaise

Kilglass Ahascragh Ballinasloe

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Sun Sep 13 2020  
**Application Closing Date:** Mon Sep 21 2020  
**Commencement Date:** Mon Sep 28 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 5

#### POST DETAILS

##### Additional Information:

This is a part-time post (10 hours per week)

The following skills/experience are desirable:

Excellent interpersonal and communication skills, including oral and written communication skills, excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies.

The successful candidate should be able to work in a team environment, alongside the Principal and all school staff and be discrete, trustworthy and confidential.

The Successful candidate should also possess:

Accounting skills, specifically with Pay Roll.  
 Administrative skills to support the management of school finances.  
 Familiarity with GDPR.  
 Familiarity with Aladdin, Esinet and POD systems  
 Proficiency in Microsoft Applications including Word and Excel.

Suitable applicants will be invited by e-mail to attend for interview.

The successful candidate will be required to comply with national vetting requirements as outlined in Circular 21/2016.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 10863P  
**Apply To:** Kilglass  
Ahascragh  
Ballinasloe  
**County:** Galway  
**Enquiries To:** [scoilnaisiuntanacoilleglaise@gmail.com](mailto:scoilnaisiuntanacoilleglaise@gmail.com)  
090 9688881

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