

ADVERT ID 142541

Secretary

Scoil Náisiúnta na Coille Glaise

Kilglass Ahascragh Ballinasloe

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sun Sep 13 2020 12:27:49
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
090 9688881

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