

ADVERT ID 157072

Secretary

Castletownshend National School

Gurrane Castletownshend Skibbereen P81VY73
<https://www.castletownshendns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jul 29 2021 03:30:36
Application Closing Date: Thu Aug 12 2021
Commencement Date: Thu Aug 26 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 8
Current Enrolment: 111
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of Castletownshend N.S invite applications for the post of Part-time Secretary, approx. 20 hours per week, covering the school calendar year.
The position is subject to a 3 month probationary period and satisfactory Garda Vetting.
The ideal candidate should have:

- Excellent communication, interpersonal and organisational skills
- Competency in maintaining financial accounts
- Excellent Word Processing, Excel, Publishing and general IT Skills
- Experience in using online data platforms which may include Aladdin, OLCs and POD
- Ability to write letters with fluency and accuracy
- Experience in working in a child centred environment desirable.

Applications with CV should be forwarded by email to Chairperson BOM, secretary.cns20@gmail.com by Thursday 12th August.

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: 13728B
Apply To: secretary.cns20@gmail.com
County: Cork
Enquiries To: secretary.cns20@gmail.com
02836392
Website: <https://www.castletownshendns.ie>

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