

ADVERT ID 173543

Secretary

St. Colmcille's N.S.

St. Colmcille N.S. Co. Longford Aughnacliffe N39 CD60

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jun 21 2022 12:44:44
Application Closing Date: Tue Jul 5 2022
Commencement Date: Thu Aug 25 2022
Status of Post: Part-Time
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: 8
Current Enrolment: 147
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: Responsibilities include but are not limited to:
Maintaining school data bases and managing school accounts in conjunction with the Treasurer of the Board of Management.
Liaising with representatives of school service providers, suppliers and visitors.
Preparing bank lodgements.
Recording all monies received.
General office administration tasks.
Carrying out other duties assigned by the school principal related to the position of school secretary.

The candidate will demonstrate:
The capacity to produce written correspondence to a high standard.
The ability to work and plan efficiently on their own initiative and show flexibility consistent with working in a busy school environment.
Excellent interpersonal and communication skills.
A high level of proficiency in ICT and use of Microsoft Office.
The ability to maintain basic financial accounts.
Knowledge of GDPR requirements.
A high level of confidentiality and discretion.
Experience of basic financial systems (FSSU) is desirable.

The position is subject to Garda vetting.
Applications by email only on
aughnacliffens@ericom.net

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19296F
Apply To: St. Colmcille N.S.
Co. Longford
Aughnacliffe
N39 CD60
County: Longford
Enquiries To: aughnacliffens@eircom.net
0436684408

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.