

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
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:	10
Current Enrolment:	148
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@eircom.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

<b>Roll Number:</b>	19296F
<b>Apply To:</b>	St. Colmcille N.S. Co. Longford Aughnacliffe N39 CD60
<b>County:</b>	Longford
<b>Enquiries To:</b>	<a href="mailto:aughnacliffens@eircom.net">aughnacliffens@eircom.net</a> 0436684408

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