

ADVERT ID 174635

Secretary

St Multose NS

Knocknabohilly Kinsale
<https://stmultosens.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jun 27 2022 20:04:22
Application Closing Date: Wed Jul 6 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: Church of Ireland
Total No. of Teaching Staff: 5
Current Enrolment: 70

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: The Board of Management of St. Multose NS invites applications for the position of secretary consisting of 16 working hours per week. (Monday - Friday from 9am - 12pm approx.)

The ideal candidate should have:

Excellent interpersonal and communication skills
Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications.
Competency in supporting and assisting the school treasurer with accounts, including wages, online payment systems, procurement and monthly financial reports.
A familiarity of working with online school databases is desirable (e.g Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements.
Ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff
Previous secretarial experience desirable

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 14726C
Apply To: secretaryjobstmultose@gmail.com
County: Cork
Enquiries To: stmultose@gmail.com
021 4774106
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