

ADVERT ID 174643

## Secretary

### Glenmaquin NS

Glenmaquin Glenmaquin Letterkenny

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Jun 27 2022  
**Application Closing Date:** Wed Jul 13 2022  
**Commencement Date:** Tue Aug 30 2022  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Presbyterian  
**Total No. of Teaching Staff:** 2  
**Current Enrolment:** 27

#### POST DETAILS

##### Additional Information:

Glenmaquin NS is a two teacher National School based near Raphoe, Co. Donegal. The secretarial job is part time for 2 days a week, 3 hours per day, commencing at the end of August 2022.

The successful candidate should display the following:

- Excellent communication and organisational skills
- Skills suitable for general school administration and office management, clerical and admin support to the principal as duties require
- Discretion and the ability to maintain strict confidentiality
- Experience in using and maintaining financial accounts, as well as assisting with the collation of invoices, statements, etc
- Proficiency in word processing and IT skills
- Ability to plan and work on own initiative, as well as part of a team
- Ability to uphold the ethos of the school

The above description is not exhaustive.

The position is subject to compulsory Garda Vetting and a probationary period.

To apply for the position, please send a CV, references and letter of application by post to:

The Board of Management,  
Glenmaquin NS,  
Glenmaquin,  
Co. Donegal

Please mark the application 'Secretary Application'

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 097481  
**Apply To:** The Board of Management,  
Glenmaquin NS,  
Glenmaquin  
Letterkenny  
**County:** Donegal  
**Enquiries To:** [office@glenmaquinns.com](mailto:office@glenmaquinns.com)  
074 9147599

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