

ADVERT ID 174643

Secretary

Glenmaquin NS

Glenmaquin Glenmaquin Letterkenny

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jun 27 2022 21:21:58
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
074 9147599

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