

ADVERT ID 177588

Secretary

Knockmahon N.S.

Knockmahon Bonmahon X42 AD91
<https://www.knockmahonns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Aug 5 2022
Application Closing Date: Wed Aug 17 2022
Commencement Date: Wed Aug 31 2022
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 2
Current Enrolment: 16
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:

Knockmahon National School invites applicants for the position of part-time school secretary commencing on the 31st August 2022. The position is for 20 hours per school week.

Responsibilities include but are not limited to:

Maintaining school data bases including the Online Claims System (OLCS and POD systems) and managing school accounts.

Liaising with representatives of school service providers, suppliers and visitors.

General office administration tasks. The ability to assist the school principal with the daily administration tasks and meeting requests and scheduling events etc.

The candidate will demonstrate:

Excellent interpersonal and communication skills.

A high level of proficiency in ICT in the use of Google

Drive and use of Microsoft Office.

Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.

Knowledge of GDPR requirements.

A high level of confidentiality and discretion.

Experience of basic financial systems (FSSU and ROS) is desirable.

The position is subject to garda vetting.

Application by e-mail only to

knockmahonnsapplications@gmail.com

Applications must be received by 12 noon on the 17th August 2022.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	18077L
Apply To:	knockmahonnsapplications@gmail.com
County:	Waterford
Enquiries To:	knockmahonns@gmail.com 051292500
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