

ADVERT ID 185806

## Secretary

### Rockchapel NS

Rockchapel National School Rockchapel Mallow P51YX84

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Jan 27 2023 22:04:52  
**Application Closing Date:** Fri Feb 10 2023  
**Commencement Date:** Mon Feb 27 2023  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 2

#### POST DETAILS

**Additional Information:** Rockchapel National School is a primary school, under the patronage of the Catholic Bishop of Cloyne, and caters for students aged 4-13 years. This is a part-time (initially 12 hours per week), fixed term employment which will expire on 23/06/2023, The position will be subject to the terms of Circular 36/2022 Revision and Annual Leave arrangements for School Secretaries. Please consult this circular for rates of pay for school secretaries. The entry level for this role is on the first point of the scale, unless the successful candidate has previous work experience as a school secretary, as per terms and conditions of the government circular. The School Secretary will report to the Principal and will undertake duties as directed to support the administration of the school office.

##### Essential criteria:

- Secretarial qualification in typing, IT, business administration or similar,
- Excellent typing, general administration and organisational skills
- IT skills to include email, Microsoft Word, Excel, Powerpoint
- Excellent interpersonal skills
- Flexible attitude and approach to work
- Excellent written and verbal communications skills
- A high level of confidentiality and discretion is expected.

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria, as short listing may apply.

Please submit a letter of application with full CV to include the names of three referees, by email to [principal@rockchapelns.ie](mailto:principal@rockchapelns.ie).

Appointment is subject to Garda vetting and reference checking, prior to commencing employment.

##### APPLICATION REQUIREMENTS

- o Letter of application
- o Referees (name, role, contact number)
- o CV (Digital)

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Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17763A  
**Apply To:** Principal  
Rockchapel National School  
Rockchapel  
Mallow  
Co. Cork  
P51YX84  
**County:** Cork  
**Enquiries To:** [principal@rockchapelns.ie](mailto:principal@rockchapelns.ie)

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