

ADVERT ID 185806

Secretary

Rockchapel NS

Rockchapel National School Rockchapel Mallow P51YX84

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jan 27 2023
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@rockchapels.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

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