

ADVERT ID 206739

## Secretary / Administrator

### Scoil Phobail Sliabh Luachra

Church Place Rathmore P51 PR53

<https://www.spslrathmore.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Dec 7 2023  
**Application Closing Date:** Thu Dec 21 2023  
**Commencement Date:** Mon Jan 15 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 17

#### SCHOOL DETAILS

**School Type:** Community School  
**School Structure:** Co-Educational  
**Current Enrolment:** 395

#### POST DETAILS

**Additional Information:**

1. Accurate inputting of vital information into the Department of Education Online Claims System (OLCS) ensuring compliance and timely submission.
2. Utilisation of Vsware, the school management system to streamline administrative processes and enhance data accuracy.
3. Effective communication with management, staff, students and the parent body
4. Other.' Ad hoc administrative duties'
5. Excellent IT, organisational and interpersonal skills
6. An effective team player, flexible and reliable.
- 7 This is a PART-TIME / TERM TIME position

#### APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 91504R  
**Apply To:** Principal  
Scoil Phobail Sliabh Luachra  
Rathmore  
Co Kerry  
P51 PR53  
**County:** Kerry  
**Enquiries To:** [admin@spslrathmore.ie](mailto:admin@spslrathmore.ie)  
**Website:** <https://www.spslrathmore.ie>

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