

ADVERT ID 211942

## Secretary

### SN Naomh Colmcille

Drumoghill Manorcunningham F92 Pc52

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Apr 29 2024
Application Closing Date:	Mon May 13 2024
Commencement Date:	Mon Aug 26 2024
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:	5
Current Enrolment:	80
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:

The position is for 15 hours per week.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate must have:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- A high level of Confidentiality and Discretion is expected

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Assisting with the organisation of school events and activities.

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

### APPLY TO THIS JOB VACANCY

**Roll Number:** 16995Q  
**Apply To:** Drumoghill NS  
Manorcunningham  
Co. Donegal  
F92 PC52  
**County:** Donegal  
**Enquiries To:** [drumoghillns@gmail.com](mailto:drumoghillns@gmail.com)

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