

ADVERT ID 215475

Secretary / Administrator

Franciscan College Gormanston

Franciscan College Gormanston Gormanston Gormanston K32 NH30
<https://www.gormanstoncollege.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue May 28 2024
Application Closing Date: Mon Jun 10 2024
Commencement Date: Mon Aug 12 2024
Status of Post: Fixed-term
Number of Vacancies: 2
Number of hours per week: 39

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 375
Droichead school: Yes

POST DETAILS

Additional Information:

Franciscan College Gormanston is a co educational day school, with an enrolment of 370 students. We are seeking two experienced school administrators to join our school team. The first role will be that of a secretarial administrator (school reception and administration), the second role will be that of a financial school administrator.

The financial role specifically involves the coordination of DES returns, student administration and the school VS Ware database. The role will also substantially include school financial management. Responsibility for day to day and monthly accounts, year end audit and regular reporting of financial information to the Board of Management.

The two roles combined form the school administrative team and report to the school senior management.

If interested in either role contact the school directly. Interviews are scheduled for mid June 2024.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 644201
Apply To: Franciscan College Gormanston
Gormanston
Gormanston
K32 NH30
County: Meath
Enquiries To: principal@gormanstoncollege.ie
Website: <https://www.gormanstoncollege.ie>

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