

ADVERT ID 216210

Secretary / Administrator

Pobalscoil Chloich Cheannfhaola

Secretary Board of Management PCC Falcarragh Letterkenny F92 KR25

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri May 31 2024
Application Closing Date: Fri Jun 7 2024
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Community School
Droichead school: Yes

POST DETAILS

Additional Information:

Pobalscoil Chloich Cheannfhaola (PCC Falcarragh) invites applications for:

Rúnaí Scoile (páirt-aimseartha 30 uair sa tseachtain)
School Secretary (part time 30 hours per week)

The successful applicant will provide a wide range of professional support to the Principal/Deputy Principal and will have specific responsibility for:

Payroll
School accounts
School database systems
Office administration

Candidates may be shortlisted by reference to their application and CV.
Garda Vetting will be required before appointment.
Induction training will be facilitated.

APPLICATIONS BY EMAIL ONLY
by 3pm Friday 7th June 2024

Tá an scoil lonnaithe sa Ghaeltacht agus mar pháirt de Sceim Aitheantais na Scoileanna Gaeltachta agus mar sin de, tá ardchumas sa Ghaeilge ag teastáil don phost mar Rúnaí Scoile.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- 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: 91408V
Apply To: pccintboard@gmail.com
County: Donegal
Enquiries To: pccintboard@gmail.com

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