

ADVERT ID 236701

Secretary

SN Cnoc na Manach

Minane Bridge Minane Bridge P17 RX71
<https://www.minanebridgens.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jun 5 2025
Application Closing Date: Thu Jun 19 2025
Commencement Date: Mon Sep 15 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 9
Current Enrolment: 109
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Knocknamanagh NS invites applications for the position of secretary. This position is for 30 hours per week, Monday to Friday, paid by the Department of Education Payroll.

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024.

The school secretary is an integral part of the school community, working closely with the school principal. He/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable.

The successful candidate will have/demonstrate:

- Excellent interpersonal and communication skills, both oral and written.
- Strong organisational skills and excellent attention to detail.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Knowledge of GDPR & Data Protection Requirements.
- Flexibility and adaptability to the needs of the school.
- Ability to work efficiently on own initiative.

It would be highly desirable for the candidate to have knowledge and experience of online school databases e.g. Aladdin and Esinet system.

Shortlisting will apply, and those shortlisted will be called for an interview. The position is subject to a 12 month probation period.

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: 17804L
Apply To: Chairperson
Board of Management
SN Cnoc Na Manach
Minane Bridge
Minane Bridge
P17 RX71
County: Cork
Enquiries To: minanebridgens@gmail.com
Website: <https://www.minanebridgens.com>

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