

ADVERT ID 99146 *

Secretary

Ballintotas NS

FAO: Chairperson, Board of Management, Address:Castlemartyr, Co.Cork
<https://ballintotasns.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Apr 9 2018 20:45:18
Application Closing Date:	Thu Apr 26 2018
Commencement Date:	Tue May 8 2018
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	9
Current Enrolment:	126

POST DETAILS

Additional Information: The Board of Management of Ballintotas National School, Castlemartyr, Co.Cork invites applications from suitable candidates for the position of School Secretary. The successful candidate would preferably have secretarial experience in a primary school. Candidates should be highly motivated and alert with the ability to perform numerous general office and receptionist duties. The successful candidate will work under the direction of the Principal. Candidates must display competency with IT and an understanding of confidentiality. Experience of managing money, trustworthiness and the ability to use their own initiative are essential. The successful candidate must have excellent communication skills and work to effectively support the Principal and as a team member at all times. This position is for 15 hours per week with a probationary period. Garda vetting procedures apply.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 15165Q
Apply To: FAO: Chairperson, Board of Management,
Address:Castlemartyr, Co.Cork
County: Cork
Email Address: ballintotasns@gmail.com
Phone:
Website: <https://ballintotasns.ie>

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