

ADVERT ID 102047 *

Secretary

Scoil Barra Naofa, Monkstown N.S.

FAO: The Principal Teacher Address: Scoil Barra Naofa, Monkstown, Co. Cork
<https://www.scoilbarranaofa.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 22 2018 11:31:13
Application Closing Date: Wed Jun 6 2018
Commencement Date: Mon Jun 25 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: 19
Current Enrolment: 211

POST DETAILS

Additional Information: Approximately 25-30 hours per week.
Start date: Pending Essential Garda Vetting – from late June 2018 onwards.

Scoil Barra Naofa has 211 pupils, 12 teachers, 4 SNAs and 3 part-time ancillary staff.

Requirements:

- Experience and referees essential.
- Key responsibilities include: Reception duties; Secretarial duties; Administration duties, including financial / day to day school accounts; Enrolment; Other tasks.
- Strong organisational, communication and interpersonal skills required.
- Ability to initiate, plan and work on own initiative required, along with the ability to work in a team environment with Principal and other staff.
- Excellent ICT & Computers skills essential, including proficiency with Microsoft office suite; ECDL certification preferred. Knowledge of software such as Aladdin & Thesaurus an advantage but not essential.
- GDPR awareness and associated confidentiality required.

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: 17323S
Apply To: FAO: The Principal Teacher
Address: Scoil Barra Naofa, Monkstown, Co. Cork
County: Cork
Email Address: info@scoilbarranaofa.ie
Phone:
Website: <https://www.scoilbarranaofa.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.