

ADVERT ID 107921 *

Secretary

Bunscoil Rinn an Chabhlaigh

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<https://www.bsrac.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jul 12 2018 14:37:02
Application Closing Date: Mon Jul 30 2018
Commencement Date: Mon Aug 20 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 60
Current Enrolment: 735

POST DETAILS

Additional Information: Bunscoil Rinn an Chabhlaigh is a mixed school based in Cobh, Co. Cork. Current enrolment exceeds 730 including 4 special ASD classes.

There is a teaching and ancillary staff of over 60 people.

This post is for one half of a job share. Applicants will work Wednesday afternoons and full days Thursdays and Fridays subject to 19.5 hours in total per week.

Candidates will be called for interview via email. An up-to-date email address is required.

Experience and referees essential.

Key responsibilities will include: Reception and Secretarial duties; including financial / day to day school accounts; Enrolment; Other tasks as directed by the principal / deputy.

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/Deputy and other staff.

Excellent ICT & Computers skills essential, including proficiency with Microsoft office suite; ECDL certification preferred. Knowledge of software such as Aladdin an advantage but not essential.

GDPR awareness and associated confidentiality required.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 13450F
Apply To: FAO: Michael McCarthy
Address: vacancies@bsrac.ie
County: Cork
Email Address: vacancies@bsrac.ie
Phone:
Website: <https://www.bsrac.ie>

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