

ADVERT ID 107921 \*

## Secretary

### Bunscoil Rinn an Chabhlaigh

FAO: Michael McCarthy Address: vacancies@bsrac.ie  
<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

<b>Additional Information:</b>	<p>Bunscoil Rinn an Chabhlaigh is a mixed school based in Cobh, Co. Cork. Current enrolment exceeds 730 including 4 special ASD classes.</p> <p>There is a teaching and ancillary staff of over 60 people.</p> <p>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.</p> <p>Candidates will be called for interview via email. An up-to-date email address is required.</p> <p>Experience and referees essential.</p> <p>Key responsibilities will include: Reception and Secretarial duties; including financial / day to day school accounts; Enrolment; Other tasks as directed by the principal / deputy.</p> <p>Strong organisational, communication and interpersonal skills required.</p> <p>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.</p> <p>Excellent ICT &amp; Computers skills essential, including proficiency with Microsoft office suite; ECDL certification preferred. Knowledge of software such as Aladdin an advantage but not essential.</p> <p>GDPR awareness and associated confidentiality required.</p>
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#### 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](mailto:vacancies@bsrac.ie)  
**County:** Cork  
**Email Address:** [vacancies@bsrac.ie](mailto:vacancies@bsrac.ie)  
**Phone:**  
**Website:** <https://www.bsrac.ie>

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