

ADVERT ID 108082 *

Secretary

Scoil Chlochair Mhuire

FAO: The Chairperson Address: Board of Management, Scoil Chlochair Mhuire, Carrigtwohill, Co. Cork.

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jul 16 2018 15:14:30
Application Closing Date: Mon Jul 30 2018
Commencement Date: Mon Aug 27 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: 32
Current Enrolment: 480

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: Please mark envelope 'Secretary Application'.
Key responsibilities for this position will include:
Reception and secretarial duties including financial/ day to day school accounts, enrolment and other tasks as directed by the Principal/deputy principal.
Candidates for this role will need:
a pleasant personality with strong organisational, communication (written & oral) and interpersonal skills.
ability to initiate, plan & work on own initiative
ability to work in a team environment with all staff
ICT, computer & technological skills essential including proficiency with Microsoft office suite
GDPR awareness and associated confidentiality required
ability to work under pressure and achieve deadlines
flexibility and commitment to the role.
The successful candidate will need to be highly confidential.
Knowledge and experience of Aladdin management system, POD (pupils online database), OCLS and accounting software packages desirable but not essential.
Appointment will be subject to current Garda Vetting.

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: 17103E
Apply To: FAO: The Chairperson
Address: Board of Management,
Scoil Chlochair Mhuire,
Carrigtwohill,
Co. Cork.
County: Cork
Phone:

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