

ADVERT ID 108282 *

Secretary

Donagh National School

FAO:Reverend Suzanne Cousins Address: The Rectory, Moville, Co. Donegal F93H9NE
<http://donaghns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jul 20 2018 04:14:19
Application Closing Date: Mon Aug 6 2018
Commencement Date: Mon Sep 10 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total number of staff: 2
Current Enrolment: 32

POST DETAILS

Additional Information: Desirable criteria:
Experience of payroll and ROS
A minimum of two years general administration experience
Excellent ICT skills
Understanding of GDPR and how it applies to schools
Understanding of the OLCS and POD systems

Part Time, Temporary Post (1 school year)

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: 18939Q
Apply To: FAO:Reverend Suzanne Cousins
Address: The Rectory, Moville, Co. Donegal F93H9NE
County: Donegal
Phone:
Website: <http://donaghns.ie>

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