

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>

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.