

ADVERT ID 115545

Secretary

Central Remedial Clinic School

Vernon Avenue Vernon Avenue Clontarf Clontarf D03 K298
<https://www.crcschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Feb 18 2019 19:06:48
Application Closing Date: Mon Mar 4 2019
Commencement Date: Tue Mar 19 2019
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Other
Total No. of Teaching Staff: 18
Current Enrolment: 86
Droichead school: Yes

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: The CRC School is a special school under the patronage of the Central Remedial Clinic and caters for students aged 3-18 years who have a physical disability as their primary disability and may have a secondary disability including intellectual, hearing, visual. There are 16 teachers and 44 SNAs employed in the school.

School Office Administrator

Permanent contract – full time 37 hours per week for a full calendar year. The salary scale for the above post is €27,293 - €44,771 in line with the DES Circular 0054/2018. This role will be based in CRC School, Clontarf.

The School Office Administrator will report to the Principal. The successful candidate will undertake duties as directed to support the administration of the school office.

The successful applicant will have the following essential criteria:

- Secretarial qualification in typing, IT, business administration or similar, QQI Level 5 or
- Five years' experience in a school administration setting
- Excellent typing, general administrative and organisational skills
- IT skills to include email, Microsoft word, excel, powerpoint and access
- Flexible attitude and approach to work
- Knowledge of the demands of working in a school environment
- Excellent written and verbal communications skills

Desirable criteria:

- Three years relevant experience
- Experience in a school environment or working with people with disabilities

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply.

Please submit a letter of application with full CV to include the names of three referees by post to Chairperson of the Board of Management, C/o Mary Collins, CRC School, Clontarf, Dublin 3 or by email to mbcollins@crc.ie . Please mark postal and email applications SCHOOL SECRETARY APPLICATION.

Applications must be received by 3 pm on Monday, 4th of March, 2019.

Interviews will be held the week of 11th March, 2019.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18317F
Apply To: CRC School
Vernon Avenue
Clontarf
County: Dublin
Postal District: Dublin 3
Enquiries To: mbcollins@crc.ie
01 8542230
Website: <https://www.crcschool.ie>

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