

ADVERT ID 125725

Secretary

Stratford Lodge NS

Church Lane Baltinglass W91KX75
<https://stratfordlodgens.scoilnet.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Aug 7 2019 07:26:25
Application Closing Date: Wed Aug 21 2019
Commencement Date: Wed Sep 4 2019
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 No. of Teaching Staff: 4
Current Enrolment: 71
Droichead school: No

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: This is a part time position, 8 hours per week during school term time.
The key responsibilities of the role include:
- Day to day school accounts
- Use of Databiz and POD (Pupil Online Database)
- Use of OLCS payment system
- Answering telephone calls
- Other administrative tasks as needed

Appointment will be subject to current Garda Vetting requirements

Please mark subject line as "Secretary Application"

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19339U
Apply To: The Chairperson
Stratford Lodge National School
County: Wicklow
Enquiries To: stratfordlodgerecruitment@gmail.com
059 6481919
Website: <https://stratfordlodgens.scoilnet.ie>

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