ADVERT ID 128810

Secretary

SN Tighearnain Naofa (Ardagh NS)

Ardagh NS Ballymanagh Knockanillaun Ardagh, Ballina F26DK19

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Oct 14 2019 17:33:17
Application Closing Date:	Mon Oct 28 2019
Commencement Date:	Mon Nov 4 2019
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Patronage:	Catholic
Total No. of Teaching Staff:	5
Current Enrolment:	86

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:
SCHOOL SECRETARY REQUIRED
Ardagh N.S. require an experienced secretary commencing November 2019.
This position is Part-Time.
Key Duties and Responsibilities
Include but are not limited to the following:-
• providing day to day administrative support to the Principal and school team;
• school reception duties;
• recording and updating POD and OLCS
• banking - to include online invoicing and bank lodgements;
• school Revenue returns inc. RCT and VAT returns;
• weekly payroll;
• GDPR compliance.
Key Skills
The successful candidate should have at least 2 years experience in a similar role and must demonstrate the following:-
• confidentiality and discretion;
• flexibility;
• an ability to work independently;
• strong interpersonal, organisational and communication skills;
• excellent ICT Skills;
• a commitment to the school ethos.

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:	17098O
Apply To:	Ardagh NS Via Crossmolina PO Ballymanagh Ardagh, Ballina F26DK19
County:	Mayo
Enquiries To:	ardaghnsjobs@gmail.com 09671559

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