

ADVERT ID 131514

Secretary

Scoil Bhride Boys NS

Kilcruttin Tullamore R35N406
<https://www.scoilbhride.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jan 22 2020 10:12:09
Application Closing Date:	Thu Feb 6 2020
Commencement Date:	Mon Feb 24 2020
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Senior School
Gender:	Boys
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	10
Current Enrolment:	130
Droichead school:	Yes

POST DETAILS

Additional Information:	<p>The Board of Management of Scoil Bhride Boys National School, Tullamore wish to appoint a suitable candidate to the position of secretary with part-time hours (12.5 hours)</p> <p>The key responsibilities of this role are as follows:</p> <p>General school administration and office management.</p> <p>Update and organisation of school records: Use of Databiz POD(Pupil Online Database), OLCS payment system and filing.</p> <p>Procurement of resources for the school.</p> <p>The following skills are required:</p> <p>Proficiency in ICT and record keeping</p> <p>Strong interpersonal and communication skills.</p> <p>Strong organisational skills.</p> <p>Discretion and the ability to keep strict confidentiality.</p> <p>The position is subject to Garda Vetting requirements and a probationary period.</p>
-------------------------	--

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: 18524K
Apply To: Chairperson
Scoil Bhride BNS
Kilcruttin
Tullamore
R35N406
County: Offaly
Enquiries To: scoilbhridepo@eircom.net
057 9321194
Website: <https://www.scoilbhride.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.