

ADVERT ID 131580

Secretary

SN Cill Mhuire

Kilmurry Sixmilebridge
<https://www.kilmurry-ns.ie/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jan 24 2020 15:10:19
Application Closing Date: Fri Feb 7 2020
Commencement Date: Mon Mar 2 2020
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Patronage: Catholic
Total No. of Teaching Staff: 6
Current Enrolment: 85
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: The Board of Management of Kilmurry NS wish to appoint a suitable candidate to the position of secretary with part-time hours (12 hours per week).

Key responsibilities of the role are:
General School and Office Administration.
Update and organisation of school records.
Management of school financial records: daily accounts, invoices, incoming payments and processing outgoing payments.
Use of Aladdin, POD and OLCS.
Procurement of resources for the school.

The following are the key skills required:
Proficiency in ICT and record keeping.
Strong interpersonal and communication skills.
Strong organisational skills.
Discretion and the ability to keep strict confidentiality.
Flexibility.
The position is subject to Garda Vetting requirements and a probationary period.

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: 13942D
Apply To: The Chairperson,
Kilmurry NS,
Kilmurry,
Sixmilebridge,
Co Clare
County: Clare
Enquiries To: principal@kilmurry-ns.ie
061 367623
Website: <https://www.kilmurry-ns.ie/>
Further Information: <https://cillmhuire.com/>

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