

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:CatholicTotal No. of Teaching Staff:6Current Enrolment:85Droichead 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: Apply To: The Chairperson, Kilmurry NS, Kilmurry, Sixmilebridge, Co Clare County: **Enquiries To:** principal@kilmurry-ns.ie 061 367623 Website: https://www.kilmurry-ns.ie/ **Further Information:** https://cillmhuire.com/ 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.