

ADVERT ID 138979

Secretary

Kilcolgan Educate Together

Kilcornan Clarinbridge
<https://www.kilcolganetns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jul 14 2020 11:35:36
Application Closing Date: Tue Jul 28 2020
Commencement Date: Wed Aug 26 2020
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 13
Current Enrolment: 222

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: Kilcolgan Educate Together is looking for a secretary with demonstrable expertise in office management and administration to work in our school. With 8 mainstream classes and 5 support teachers the suitable candidate will be an integral part of our school community and will manage the school office in a welcoming, professional and discrete manner while upholding school ethos.

The successful candidate will:

- Have an excellent standard of oral and written English
- Have a minimum qualification level of Leaving Certificate or equivalent
- Have the ability to initiate, plan and work independently
- Have excellent organisational skills
- Have a desire to be part of a team that supports teachers' and pupils' needs
- Have a high level of interpersonal skills and strong sense of empathy
- Be able to demonstrate a high degree of ICT proficiency and ability to master relevant software solutions
- Have a solid financial knowledge
- Need to be highly confidential in all areas of their work and be GDPR compliant
- Have some understanding of the Educate Together ethos

Additional Information
 The position is for a 1 year contract initially working 30 hours a week during school time.
 The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection Training.

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

APPLY TO THIS JOB VACANCY

Roll Number: 20326S
Apply To: The Chairperson
County: Galway
Enquiries To: recruitment@kilcolganetns.com
091 776595
Website: <https://www.kilcolganetns.com>
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