

ADVERT ID 147716

Secretary

S.N. Pádraig Naofa

Frenchpark Castlerea, F45 FD34
<https://www.frenchparkns.com/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Mar 29 2021 18:37:56
Application Closing Date: Tue Apr 13 2021
Commencement Date: Tue May 4 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 5
Current Enrolment: 104
Droichead school: Yes

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:

- 1.Excellent interpersonal skills
2. Ability to work as part of a team.
- 3.Strong IT skills to include a proficiency in office applications.
- 4.Excellent organisational skills.
- 5.Oral and written communication skills.
6. An ability to work on own initiative in tandem with the ability to work with the principal and school staff.
- 7.Maintain strict confidentiality in relation to all aspects of the role.
8. Familiarity with GDPR.
9. Be required to comply with national vetting requirements.

Responsibilities will include:

1. Organisation of school data base and physical files including Aladdin, Esinet and POD.
2. Managing attendance records and transfers.
3. Reception and telephone/email duties.
4. Assisting the principal in the administration of meeting requests and scheduling of events.
- 5.Financial/accounting - experience

Part-Time hours 12-15 per week

This position is subject to a six month probationary period.

The successful candidate will be required to undergo vetting and online Tusla

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17748E
Apply To: Dúngar (Frenchpark),
Castlerea,
Co Roscommon
F45 FD34
County: Roscommon
Enquiries To: principal@frenchparkns.com
0949870337
Website: <https://www.frenchparkns.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.