

ADVERT ID 147716

## Secretary

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### S.N. Pádraig Naofa

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

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#### 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

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#### 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

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#### 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](mailto:principal@frenchparkns.com)  
0949870337  
**Website:** <https://www.frenchparkns.com/>

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