

ADVERT ID 148234

Secretary

Ballinlough NS

Ballinlough NS Ballinlough Kells Kells A82PX57
<https://www.ballinloughns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Apr 14 2021
Application Closing Date: Wed May 5 2021
Commencement Date: Mon Aug 30 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 64
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:

Ballinlough NS is seeking a part-time school secretary (12 hours per week)

Key skills:

- 1: An ability to work alongside Principal and teaching staff
- 2.Experience within an educational setting preferable
- 3.Be comfortable and discreet when dealing with confidential information.
- 4.Be confident and proficient around IT and have a commitment to upskilling in emerging technologies and platforms.
- 5.Excellent organisational and communication skills.

Responsibilities include:

- organising, maintaining and updating school databases and files including Aladdin, OLCS, POD, Esinet and online payroll payments. Financial/accounting experience desirable.
- managing attendance records and transfers.
- reception and telephone/email duties
- assisting the principal with the administration of meeting requests and scheduling events.

The successful candidate will be required to undergo vetting .

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 092381
Apply To: Ballinlough NS
Ballinlough
Kells
Kells
A82PX57
County: Meath
Enquiries To: ballinloughns.ias@eircom.net
0469243965
Website: <https://www.ballinloughns.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.