

ADVERT ID 149847

## Secretary

### Scoil Togala Mhuire

Kiltullagh Athenry H65Y309

<https://www.togalamhuire.scoilnet.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri May 7 2021 16:59:05
Application Closing Date:	Fri May 21 2021
Commencement Date:	Mon May 31 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:	9
Current Enrolment:	176
Droichead school:	Yes

#### POST DETAILS

Additional Information:	<p>The successful candidate will have;</p> <p>Responsibility for General Secretarial &amp; Administrative duties consistent with the role of School Secretary.</p> <p>High standard of confidentiality and GDPR compliance.</p> <p>Proficiency in IT and a willingness to upskill is essential.</p> <p>Ability to use school data bases including Aladdin, OLCS, Esinet, and POD.</p> <p>Appointment subject to Garda Vetting &amp; successful candidate will have to undertake Tusla Child Protection &amp; Covid online Training.</p> <p>Further details available on request.</p> <p>Please mark postal applications Secretary Application.</p>
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#### APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 18097R  
**Apply To:** Chairperson ,BOM  
Scoil Togala Mhuire,  
Kiltullagh,  
Athenry,  
Co. Galway  
H65 Y309  
**County:** Galway  
**Enquiries To:** [kiltullaghns@gmail.com](mailto:kiltullaghns@gmail.com)  
091 848480  
**Website:** <https://www.togalamhuire.scoilnet.ie>

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