

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: The successful candidate will have;
Responsibility for General Secretarial & Administrative duties consistent with the role of School Secretary.
High standard of confidentiality and GDPR compliance.
Proficiency in IT and a willingness to upskill is essential.
Ability to use school data bases including Aladdin, OLCS, Esinet, and POD.
Appointment subject to Garda Vetting & successful candidate will have to undertake Tusla Child Protection & Covid online Training.

Further details available on request.

Please mark postal applications Secretary Application.

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
091 848480
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