

ADVERT ID 154072

Secretary

Bunscoil Rinn an Chabhlaigh

Rushbrooke Cobh P24VN20
<https://www.bsrac.ie>



MAIN DETAILS

| | |
|---------------------------|--------------------------|
| Status: | Deactivated |
| Level: | Primary |
| Date Posted: | Wed Jun 16 2021 17:05:35 |
| Application Closing Date: | Wed Jun 30 2021 |
| Commencement Date: | Mon Jul 12 2021 |
| Status of Post: | Part-Time |
| Number of Vacancies: | 1 |

SCHOOL DETAILS

| | |
|------------------------------|---------------------------------|
| School Type: | Mainstream with Special Classes |
| School Structure: | Vertical |
| Gender: | Co-Educational |
| School Patronage: | Catholic |
| Total No. of Teaching Staff: | 53 |
| Current Enrolment: | 710 |
| 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: | <p>Bunscoil Rinn an Chabhlaigh is a mixed primary school based in Cobh, Co. Cork. The school has an administrative principal and administrative deputy principal. There are 24 mainstream classes along with 4 special classes for children with autism.</p> <p>The school required a part-time receptionist (approx 20 hours per week, Monday to Friday) to work the phones, answer email queries from parents etc and general office duties to assist the school secretary and leadership team as appropriate.</p> <p>Strong organisational, communication and interpersonal skills required.</p> <p>Ability to initiate, plan and work on own initiative required, along with the ability to work in a team environment with Principal/Deputy and other staff.</p> <p>Excellent ICT & computer skills essential, including proficiency with Microsoft Office Suite; ECDL certification preferred. Knowledge of software such as Aladdin an advantage but not essential.</p> <p>GDPR awareness and associated confidentiality required.</p> <p>Interviews will be held on the 8th July. Candidates called to interview will be notified via email.</p> |

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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