

ADVERT ID 156652

Secretary

SN Rath Beagain

Rathbeggan NS Dunshaughlin Co. Meath Co. Meath A85AE84

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Jul 21 2021 20:34:46
Application Closing Date: Mon Aug 2 2021
Commencement Date: Thu Aug 26 2021
Status of Post: Substitute
Number of Vacancies: 1

SCHOOL TYPE

School Patronage: Catholic
Total No. of Teaching Staff: 12

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: Working hours are 9:10 - 3:10 Monday - Friday
Responsibilities include but are not limited to:

Maintaining school databases e.g OLCS, POD, Aladdin
Maintaining school accounts in collaboration with the Principal and Treasurer
Day to day administration tasks e.g. liaising with children, parents and staff, scheduling meetings, responding to emails, letters and phone calls
Maintaining and ordering supplies
Liaising with representatives of service providers, school suppliers, visitors
First Aid qualifications and Children First E-Learning Certificate desirable

Key Skills:
Excellent interpersonal and organisational skills
Excellent communication skills both written and verbal
Ability to work discreetly and as part of a team
High level of proficiency in ICT
Ability to plan and work efficiently, on own initiative and showing flexibility consistent with the nature of the role

This position is covering Leave of Absence and is likely to run until July 6th 2022.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18448U

Apply To: Chairperson

Please write " Secretary Application" in the subject line and send to
application.rathbeggan@gmail.com

County: Meath

: +35318259891

Further Information: <https://www.rathbeggans.ie>

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