

ADVERT ID 156652

## Secretary

### SN Rath Beagain

Rathbeggan NS Dunshaughlin Co. Meath A85AE84  
<https://www.rathbeggannns.ie>



#### MAIN DETAILS

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

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 12  
**Current Enrolment:** 220  
**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:

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

**Website:** <https://www.rathbegganns.ie>

**Further Information:** <https://www.rathbegganns.ie>

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