

ADVERT ID 160492

## Secretary

### Scoil Mhuire Fatima

North Monastery Primary School North Monastery Road Cork T23VY17  
<https://www.northmonprimary.net>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 20 2021 11:43:48  
**Application Closing Date:** Mon Oct 4 2021  
**Commencement Date:** Wed Nov 17 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  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 15  
**Current Enrolment:** 142  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Duties include but are not limited to:  
Dealing with school correspondence  
Maintaining and updating Aladdin, POD, OLCS and FSSU  
School accounts  
Ordering and stocktaking school resources  
Other administration tasks  
Other duties as assigned by management  
Assisting with school events

Candidates will be expected to have;  
Excellent organisational skills  
Be proficient in ICT  
Be flexible  
Be able to work independently and as part of a team  
Have excellent communication skills

This position is subject to Garda Vetting and a 6-month probationary period. The successful candidate will be required to undertake Tusla Child protection and Covid-19 related online training.

Please put "Secretary Position" in the subject line of the email

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20140E  
**Apply To:** [principal@northmonprimary.net](mailto:principal@northmonprimary.net)  
North Monastery Primary School  
North Monastery Road  
Cork  
T23VY17  
**County:** Cork  
**Enquiries To:** [principal@northmonprimary.net](mailto:principal@northmonprimary.net)  
021 4305020  
**Website:** <https://www.northmonprimary.net>

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