

ADVERT ID 160628

Secretary

Delgany National School

Delgany Greystones A63A657
<https://www.delganyns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Sep 22 2021 12:44:25
Application Closing Date: Thu Oct 7 2021
Commencement Date: Fri Oct 22 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 14
Current Enrolment: 218
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of Delgany National School invite applications for the post of Part-Time Secretary.

- Working Hours: 8:30am-2:30pm each Friday covering the school calendar for the remainder of the 2021-2022 school year.
- This position is subject to a three-month probationary period and satisfactory Garda Vetting.
- The successful candidate will be required to complete online TUSLA Child Protection Training.

The ideal candidate should have:

- Excellent communication, interpersonal and organisational skills ensuring good record keeping and adherence to school policies and procedures.
- A pro-active approach with the ability to work on their own initiative and a willingness to assist the Principal in performing a wide variety of clerical and secretarial duties with a flexibility in adapting to the needs of the school.
- An ability to maintain confidentiality and professionalism
- Confident and proficient in the use of MS Office
- Strong IT literacy and an interest in and commitment to upskilling and engaging in and learning new technologies as they emerge.

Please mark envelope 'Secretary Application'. Applications must be submitted by 2pm on the closing date. Those short listed for an interview will be contacted by email. Please provide your email in your application.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 136790
Apply To: The Principal
Delgany National School
Delgany
Greystones
Co. Wicklow
A63A657
County: Wicklow
01 287 6907
Website: <https://www.delganyns.ie>

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