

ADVERT ID 163605

## Secretary

### Rathregan NS

Rathregan NS Batterstown Dunboyne A86T665

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Nov 25 2021 12:28:12
Application Closing Date:	Mon Dec 6 2021
Commencement Date:	Mon Dec 13 2021
Status of Post:	Part-Time
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	6
Current Enrolment:	102
Droichead school:	No

#### POST DETAILS

Additional Information:	<p>The Board of Management of Rathregan National School invites applications for the position of School Secretary. This is a part time position – 12 hours per week over 3 days.</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"><li>- Secretarial experience preferably within an educational setting.</li><li>- Knowledge of school administration systems such as Aladdin, POD, OLCS and payroll software</li><li>- Familiarity with GDPR guidelines and Garda Vetting procedures</li><li>- An essential ability to maintain confidentiality and professionalism</li><li>- Excellent communication, interpersonal and organisational skills</li><li>- Excellent word processing, Excel and IT skills.</li><li>- A positive attitude and the ability to work pro-actively as part of a team</li></ul>
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The appointment is subject to Garda Vetting and a 6-month probationary period.

Application requirements:

Letter of Application  
Copy of CV  
Referees

Apply via email to [applications@rathreganns.ie](mailto:applications@rathreganns.ie)

#### 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:** 18169Q  
**Apply To:** [applications@rathreganns.ie](mailto:applications@rathreganns.ie)  
**County:** Meath  
**Enquiries To:** [applications@rathreganns.ie](mailto:applications@rathreganns.ie)  
01 8259208

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