

ADVERT ID 164804

Secretary

S.N. Chill Choinnigh

Kilkenny Glenties F94CX21

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jan 14 2022 19:57:33
Application Closing Date:	Fri Feb 4 2022
Commencement Date:	Tue Mar 1 2022
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	2
Current Enrolment:	15
Droichead school:	No

POST DETAILS

Additional Information:	<p>The successful candidate will have:</p> <ul style="list-style-type: none">- excellent interpersonal and communication skills- administrative skills to support the management of school- proficiency in Microsoft Applications including Word and Excel- excellent organisational, oral and written communication skills- ability to plan and work on own initiative and the ability to work in a team environment with the Principal and the other school staff- previous secretarial experience desirable- be required to comply with national vetting requirements and undertake TUSLA training- A familiarity of working with on-line school databases ,(e.g. Aladdin, POD , OLCS systems) a knowledge of GDPR & Data Protection requirements and revenue returns.- Be proficient in maintaining school accounts in accordance with FSSU guidelines and liaise with accountants and relevant financial bodies as required.- Confidentiality and professionalism with parents and staff is required at all times.
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This is a part-time position of 10 hours per week. The position is subject to a 6 month probationary period and satisfactory Garda Vetting.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 13563S
Apply To: posts@kilkennyns.com
County: Donegal
Enquiries To: posts@kilkennyns.com
0749544270

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