

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"><li>- excellent interpersonal and communication skills</li><li>- administrative skills to support the management of school</li><li>- proficiency in Microsoft Applications including Word and Excel</li><li>- excellent organisational, oral and written communication skills</li><li>- 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</li><li>- previous secretarial experience desirable</li><li>- be required to comply with national vetting requirements and undertake TUSLA training</li><li>- A familiarity of working with on-line school databases ,(e.g. Aladdin, POD , OLCS systems) a knowledge of GDPR &amp; Data Protection requirements and revenue returns.</li><li>- Be proficient in maintaining school accounts in accordance with FSSU guidelines and liaise with accountants and relevant financial bodies as required.</li><li>- Confidentiality and professionalism with parents and staff is required at all times.</li></ul>
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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](mailto:posts@kilkennyns.com)  
**County:** Donegal  
**Enquiries To:** [posts@kilkennyns.com](mailto:posts@kilkennyns.com)  
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