

ADVERT ID 167579

Secretary

Rathgar NS

Rathgar National School Rathgar Avenue Rathgar Rathgar D06 DK35
<https://www.rathgarns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Apr 25 2022
Application Closing Date: Mon May 16 2022
Commencement Date: Tue Jun 7 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Methodist
Total No. of Teaching Staff: 5
Current Enrolment: 94
Droichead school: No

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Rathgar National School seeks an enthusiastic, hard-working primary school secretary who is competent, efficient and experienced in relation to office procedures.

The school secretary will be located in the school, be employed by the Board of Management and will report to the Principal/Deputy Principal. S/he will need to understand the school, its Mission Statement, the various roles and duties held by the teaching and support staff and the school's connections within the wider community.

Rathgar National School is a Methodist (Protestant) school catering for boys and girls from Junior Infants-6th class with 91 currently enrolled in the school. We have an amazing, enthusiastic staff and the successful candidate would form part of an incredible team. Weekly hours are from 8:30am -1:30p.m. (Monday-Friday).

Competence in office administration skills required.

Confidentiality and professionalism will be essential. Excellent communication skills which enable successful collaboration with colleagues, parents and the wider school community.

Vetting procedures in line with regulations for schools.

Applications including CV must be submitted by email only to rathgarns@rathgarns.ie

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 14717B
Apply To: Email only to rathgarns@rathgarns.ie
County: Dublin
Postal District: Dublin 6
Enquiries To: rathgarns@rathgarns.ie
014907661
Website: <https://www.rathgarns.ie>

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