

ADVERT ID 178060

Secretary

Scoil Mhuire Moylagh

Scoil Mhuire, Moylagh Drumone Oldcastle A82 YF90
<https://www.moylaghns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Aug 9 2022 18:24:56
Application Closing Date: Mon Aug 22 2022
Commencement Date: Fri Sep 2 2022
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: 5
Current Enrolment: 89
Droichead school: Yes

POST DETAILS

Additional Information: This position is for 2 days per week consisting of 12 hours in total.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The position is subject to a 6 month probationary period and satisfactory Garda Vetting.

Responsibilities include but are not limited to:

Maintaining school data bases including the POD and Online Claims System and managing school accounts in conjunction with the Treasurer of the Board of Management.

Liaising with representatives of school service providers, suppliers and visitors.

General office administration tasks.

Carrying out other duties assigned by the school principal related to the position of school secretary.

The candidate will demonstrate:

The capacity to produce written correspondence to a high standard.

The ability to work and plan efficiently on their own initiative and show flexibility consistent with working in a busy school environment.

Excellent interpersonal and communication skills.

A high level of proficiency in ICT and use of Google Drive.

The ability to maintain basic financial accounts.

Knowledge of GDPR requirements.

A high level of confidentiality and discretion.

Experience of basic financial systems (FSSU and ROS) is desirable.

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: 11978O
Apply To: moylaghsecretary22@gmail.com
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