ADVERT ID 194549

Secretary

Barefield N.S.

Barefield Ennis Co. Clare V(% FD"*
https://www.barefieldns.com

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Jun 1 2023 13:47:51
Application Closing Date:	Fri Jun 16 2023
Commencement Date:	Fri Sep 1 2023
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:	22
Current Enrolment:	383
Droichead school:	Yes

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:
This position arises from the retirement of one of our job-sharing secretaries.

Mark envelope 'Secretary Application'.

Only those who are being called to interview will receive communication and it is intended that the invitations to interview will be issued within one- two weeks from the closing date.

The successful candidate will work Thursday and Friday of week 1, Monday Tuesday and Wednesday of week 2, and so on.

The hours of work shall be from 8.50am to 4.05pm.

The successful candidate will be employed under the terms and conditions set out in Circular 36/2022 available here:
gov.ie - Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised primary and post primary schools (www.gov.ie)

This position is subject to a six calendar month probationary period.

The successful candidate will have:
Recognised Qualifications.

Excellent interpersonal skills.
Excellent oral and written communication skills.
An ability to manage multiple tasks and competing priorities.
An ability to be proactive and be solution focused in their work
Excellent IT Skills.
Personal skills to deal with all personnel and children in a school community, including outside agencies.
Competency and administrative skills to support the maintenance of school financial accounts, including wages, budgets, RCT, online payments, procurement and financial regulatory compliance.
Administrative skills, proficiency in Microsoft Applications, database management
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child Protection Training.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	14830U
Apply To:	Barefield Ennis Co. Clare V95YRC5
County:	Clare
Website:	https://www.barefieldns.com

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