

ADVERT ID 215475

## Secretary / Administrator

### Franciscan College Gormanston

Franciscan College Gormanston Gormanston Gormanston K32 NH30  
<https://www.gormanstoncollege.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue May 28 2024 12:14:12  
**Application Closing Date:** Mon Jun 10 2024  
**Commencement Date:** Mon Aug 12 2024  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 2  
**Number of hours per week:** 39

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 375  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Franciscan College Gormanston is a co educational day school, with an enrolment of 370 students. We are seeking two experienced school administrators to join our school team. The first role will be that of a secretarial administrator (school reception and administration), the second role will be that of a financial school administrator.

The financial role specifically involves the coordination of DES returns, student administration and the school VS Ware database. The role will also substantially include school financial management. Responsibility for day to day and monthly accounts, year end audit and regular reporting of financial information to the Board of Management.

The two roles combined form the school administrative team and report to the school senior management.

If interested in either role contact the school directly. Interviews are scheduled for mid June 2024.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 644201  
**Apply To:** Franciscan College Gormanston  
Gormanston  
Gormanston  
K32 NH30  
**County:** Meath  
**Enquiries To:** [principal@gormanstoncollege.ie](mailto:principal@gormanstoncollege.ie)  
**Website:** <https://www.gormanstoncollege.ie>

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