

ADVERT ID 220336

Secretary

Corlea NS

Corlea Kingscourt A81 AT88
<http://corleains.scoilnet.ie/blog>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jul 9 2024 15:15:31
Application Closing Date: Tue Jul 23 2024
Commencement Date: Wed Aug 28 2024
Status of Post: Permanent
Number of Vacancies: 1
 This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 4
Current Enrolment: 21
Droichead school: Yes

POST DETAILS

Additional Information:

Part-time Primary School Secretary required for Corlea National School, Kingscourt, Co. Cavan. The position is for 13 hours per week. The suitable candidate will be an integral part of the school community, working closely with the school Principal and will manage the school office in a welcoming, positive and discreet manner.

Administrative duties will include

- dealing with school correspondence
- answering telephone calls
- administration of enrolment
- day to day school accounts and online banking
- OLCS entry
- inputting and updating on Aladdin
- responding to enquiries from parents, teachers, pupils and visitors to the school
- other administrative tasks as needed.

Skills required:

- excellent interpersonal and communication skills (both oral and written)
- excellent organisational skills
- proficiency in ICT
- ability to work independently
- knowledge of online banking and financial management

Appointment will be subject to Garda vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and other related training.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 14320U
Apply To: Michael Donohoe Chairperson
corleaapp@gmail.com
County: Cavan
Enquiries To: corleaapp@gmail.com
Website: <http://corleains.scoilnet.ie/blog>

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