

ADVERT ID 227570

Secretary

Scoil an Bhaile Nua

Newtown Kilmacthomas x42VW64
<https://www.snbailenua.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sun Nov 17 2024 13:24:31
Application Closing Date: Mon Dec 2 2024
Commencement Date: Fri Dec 13 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 6
Current Enrolment: 113
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:

Scoil an Bhaile Nua invites applications for the position of school secretary. This part-time, permanent position requires 18 hours of work per week (Monday to Friday 9-12:30/1) and has full approval from the Department of Education as outlined in Circular 36/2022.

Skills and Experience Required

- Excellent interpersonal, organisational, and communication skills
- Proficiency in typing, IT skills (Emailing, Microsoft Word, Excel, Powerpoint and Publisher) and high attention to detail
- Ability to work independently, use initiative and collaborate effectively within a team.
- Willingness to upskill
- Positive attitude, with a commitment to the school's values and a readiness to contribute to its development
- Garda Vetting and completion of TUSLA and Child Protection Training
- Experience in a school setting is advantageous e.g. experience in the use of OLCS, Aladdin, WAY2PAY, Textaparent, Business Online, FSSU accounting

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17133N
Apply To: Scoil an Bhaile Nua,
Newtown
Kilmacthomas
x42VW64

or

principalsbailenua@gmail.com
County: Waterford
Enquiries To: principalsbailenua@gmail.com
Website: <https://www.snbailenua.ie>

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