

ADVERT ID 231848

Secretary

Coolmeen NS

Coolmeen Kilmurry McMahon Kilrush V15 KR50
<https://www.coolmeenns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Apr 8 2025 12:46:38
Application Closing Date: Tue Apr 29 2025
Commencement Date: Mon May 19 2025
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: 2
Current Enrolment: 17
Droichead school: No

POST DETAILS

Additional Information:

The Board of Management of Coolmeen National School invites applications for the position of secretary consisting of 18 hours per week across Monday to Friday.
The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service. The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional and discreet manner.

The successful candidate will have:

- excellent interpersonal and communication skills
- administrative skills to support the management of school
- proficiency in ICT including typing, use of Google and Microsoft applications
- excellent organisational and planning skills
- ability to plan and work on own initiative along with the ability to work in a team environment with the Principal and other school staff
- a commitment to maintaining confidentiality
- flexibility consistent with the nature of the job
- familiarity with GDPR and data protection requirements
- familiarity with POD, OLCS and Aladdin systems would be desirable
- previous secretarial experience desirable
- financial administration experience desirable

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child Protection Training. This position is subject to a six-month probationary period.

To apply for the position, send a CV and letter of application, including the names, roles and

contact details of three referees, by post only, to;
Chairperson BoM, Coolmeen NS, Coolmeen, Kilmurry McMahon, Kilrush, Co. Clare. V15 KR50.
Please write "Secretary Application" on the outside of the envelope.

Closing date for application: Tuesday 29th April at 3pm.

Queries regarding the position may be emailed to coolmeenns@gmail.com.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 12633I
Apply To: Chairperson BoM,
Coolmeen,
Kilmurry McMahon,
Kilrush,
Co. Clare.
V15 KR50
County: Clare
Enquiries To: coolmeenns@gmail.com
Website: <https://www.coolmeenns.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.