

ADVERT ID 164804

Secretary

S.N. Chill Choinnigh

Kilkenny Glenties F94CX21

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jan 14 2022 19:57:33
Application Closing Date: Fri Feb 4 2022
Commencement Date: Tue Mar 1 2022
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 2
Current Enrolment: 15
Droichead school: No

POST DETAILS

Additional Information: The successful candidate will have:

- excellent interpersonal and communication skills
- administrative skills to support the management of school
- proficiency in Microsoft Applications including Word and Excel
- excellent organisational, oral and written communication skills
- ability to plan and work on own initiative and the ability to work in a team environment with the Principal and the other school staff
- previous secretarial experience desirable
- be required to comply with national vetting requirements and undertake TUSLA training
- A familiarity of working with on-line school databases ,(e.g. Aladdin, POD , OLCS systems) a knowledge of GDPR & Data Protection requirements and revenue returns.
- Be proficient in maintaining school accounts in accordance with FSSU guidelines and liaise with accountants and relevant financial bodies as required.
- Confidentiality and professionalism with parents and staff is required at all times.

This is a part-time position of 10 hours per week. The position is subject to a 6 month probationary period and satisfactory Garda Vetting.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 13563S
Apply To: posts@kilkennyns.com
County: Donegal
Enquiries To: posts@kilkennyns.com
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