

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: | <p>The successful candidate will have:</p> <ul style="list-style-type: none">- 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
0749544270

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.