

ADVERT ID 211942

Secretary

SN Naomh Colmcille

Drumoghill Manorcunningham F92 Pc52

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Apr 29 2024 13:54:26
Application Closing Date:	Mon May 13 2024
Commencement Date:	Mon Aug 26 2024
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:	5
Current Enrolment:	80
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: The position is for 15 hours per week.
The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate must have:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- A high level of Confidentiality and Discretion is expected

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Assisting with the organisation of school events and activities.

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: 16995Q
Apply To: Drumoghill NS
Manorcunningham
Co. Donegal
F92 PC52
County: Donegal
Enquiries To: drumoghillns@gmail.com

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.