

ADVERT ID 185684

Secretary

North Presentation Primary School

Cathedral Walk Gerald Griffin St. Cork T23 F344
<https://www.northpresprimary.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jan 23 2023 11:47:27
Application Closing Date: Fri Feb 3 2023
Commencement Date: Mon Mar 6 2023
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 1
Total No. of Teaching Staff: 29
Current Enrolment: 304
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of North Presentation Primary School wish to appoint a suitable candidate to the position of job-sharing secretary. The vacancy is for each Monday and Tuesday and every second Wednesday from 8.30 am to 3 pm. The position is at the moment still funded by the Ancillary grant and as such will be approx. €13 per hour gross. Key responsibilities of the role are:
 General School and Office Administration.
 Basic bookkeeping using school accounting software
 Update and organisation of school records.
 Use of Aladdin, POD and OLCS.
 Procurement of resources for the school.

The following are the key skills required:
 Proficiency in ICT and record keeping.
 Strong interpersonal and communication skills. We are a DEIS band 1 school with many families from migrant, refugee and disadvantaged backgrounds. An awareness and compassion for all who may be experiencing trauma is crucial to all staff.
 Strong organisational skills.
 Discretion and the ability to keep strict confidentiality.
 Flexibility.
 The position is subject to Garda Vetting requirements and a probationary period

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20036J
Apply To: Nickie Egan Principal
principalnorthpres@gmail.com
County: Cork
Enquiries To: principalnorthpres@gmail.com
Website: <https://www.northpresprimary.ie>

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