

ADVERT ID 227434

Secretary

Coachford NS

Coachford NS Coachford P12TW53
<https://www.coachfordnationalschool.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Nov 13 2024 09:12:46
Application Closing Date: Wed Nov 27 2024
Commencement Date: Tue Jan 7 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 8
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:

Coachford NS invites applications for the School Secretary position. This permanent position requires 25 hours of work per week (Monday to Friday) and has full approval from the Department of Education as outlined in Circular 36/2022.

Skills and Experience Required

- Excellent interpersonal, organisational, and communication skills
- Proficiency in typing, IT skills and high attention to detail
- Ability to work independently, use initiative and collaborate effectively within a team.
- Willingness to upskill as needed
- Positive attitude, with a commitment to the school's values and a readiness to contribute to its development
- Garda Vetting and completion of TUSLA and Child Protection Training
- Experience in a school setting is advantageous

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 14022M

Apply To: The designated email address for applications is coachfordnsjobs24@gmail.com. Applications should be sent via email addressed to Chairperson BOM, with "Secretary Application" in the subject line.

County: Cork

Enquiries To: sodriscoll@coachfordnationalschool.ie

Website: <https://www.coachfordnationalschool.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.