

ADVERT ID 107373 *

Secretary / Administrator

Scoil Dara

FAO: David McCormack (Principal) Address: Church Street, Kilcock

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Sun Jul 1 2018 20:45:01
Application Closing Date: Fri Jul 27 2018
Commencement Date: Mon Aug 13 2018
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Voluntary Secondary School
Trustees: Ceist
School Structure: Co-Educational

POST DETAILS

Additional Information: The ideal applicant will have previous experience working in a school setting or substantial secretarial/administrative experience
You must be very well organised and able to work in a busy environment. Confidentiality is a key part of this job and you must be able to observe a high professional standard at all times. GDPR awareness and associated confidentiality required. Ability to initiate, plan and work independently and in close proximity with the principal and other staff.
Hours of work: Mon. - Fri. 08.30 am -4.30 pm approx
Key Skills and Competencies:
Excellent organisational, communication, IT and interpersonal skills are required for this busy role
Proven organisational skills.
Key responsibilities include: Reception duties; Administration duties, Proficient in Word and Excel and database software. (Eportal)
As the Receptionist of Scoil Dara the ideal candidate must be able to interact with parents, children and staff members in a caring and thoughtful way.
A commitment to our school ethos is essential.
Please send CV to principal@scoildara.ie

APPLICATION REQUIREMENTS

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 61691B
Apply To: FAO: David McCormack (Principal)
Address:
Church Street,
Kilcock
County: Kildare
Email Address: Principal@scoildara.ie
Phone:
Website:

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.