

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:	<p>The ideal applicant will have previous experience working in a school setting or substantial secretarial/administrative experience</p> <p>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.</p> <p>Hours of work: Mon. - Fri. 08.30 am -4.30 pm approx</p> <p>Key Skills and Competencies:</p> <p>Excellent organisational, communication, IT and interpersonal skills are required for this busy role</p> <p>Proven organisational skills.</p> <p>Key responsibilities include: Reception duties; Administration duties, Proficient in Word and Excel and database software. (Eportal)</p> <p>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.</p> <p>A commitment to our school ethos is essential.</p> <p>Please send CV to principal@scoildara.ie</p>
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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:	

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