

ADVERT ID 113097

Secretary

St Francis Xavier SNS

Roselawn Glade Castleknock D15 WY02
<https://www.sfxsenior.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Oct 26 2018 17:39:08
Application Closing Date: Fri Nov 16 2018
Commencement Date: Mon Jan 7 2019
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 23
Current Enrolment: 380
Droichead school: Yes

POST DETAILS

Additional Information: St. Francis Xavier Senior School is a dynamic, vibrant school and requires a School Secretary/Receptionist from January 2019.

Candidates must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to plan and work effectively on their own initiative. Experience working in a busy office/reception area is desirable.

Proficiency in ICT is a key requirement with knowledge of Word, Excel and online account systems. This role includes the use of POD and OLCS. Knowledge of these systems is desirable. Experience of accounting system FSSU is an advantage.

The candidate will need to be highly confidential in all areas of their work and have an awareness of GDPR. Appointment will be subject to Garda Vetting Clearance.

Canvassing will disqualify.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19470S
Apply To: St Francis Xavier Senior School
Roselawn
Castleknock
D15 WY02
County: Dublin
Postal District: Dublin 15
Enquiries To: recruitment.sfxsenior@gmail.com
01 8211121
Website: <https://www.sfxsenior.com>

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