

ADVERT ID 115477

Secretary

Castlegregory NS

Castlegregory NS Strand Road Castlegregory V92P962
<https://castlegregoryns.com/home.html>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Feb 13 2019 22:21:41
Application Closing Date: Thu Feb 28 2019
Commencement Date: Mon Mar 4 2019
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 7
Current Enrolment: 146
Droichead school: No

POST DETAILS

Additional Information: Castlegregory Mixed National School wish to appoint a suitable candidate to a part-time secretarial post. The position is for 8 hours per week during school term time, Tuesday to Thursday with flexible hours between 9am and 3pm.

The key responsibilities of the role are as follows:

- *Day to day school accounts
- * Administration of enrolment
- *Use of Aladdin and POD (Pupil Online Database)
- * Use of OLCS payment system
- * Answering telephone calls
- *Other administrative tasks as needed

The following skills are required:

- * Proficiency in ICT
- * Knowledge of Microsoft Word, Excel and Publisher
- * School website update and development
- * Ability to work confidentially at all times

The following are highly advantageous:

- * Excellent organisation and communication (both written and oral) skills
- * Excellent interpersonal skills and ability to work in a team environment
- * Ability to work on own initiative and ability to work independently
- * Ability to work to deadlines
- *Awareness of GDPR

Please outline how you meet the above requirements in your letter of application. Please also include the contact details of three referees, one of whom must be your present or most recent

employer. Please submit applications by post marking the envelope 'Secretarial Post'.

Appointment will be subject, but not limited to, satisfactory references and current Garda Vetting requirements.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 11746Q
Apply To: Castlegregory Mixed National School,
Castlegregory,
Strand Road,
Tralee,
Co Kerry
County: Kerry
Enquiries To: castlegregoryns@gmail.com
066 7139419
Website: <https://castlegregoryns.com/home.html>

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.