

ADVERT ID 131514

## Secretary

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### Scoil Bhríde Boys NS

Kilcruttin Tullamore R35N406  
<https://www.scoilbhríde.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jan 22 2020 10:12:09  
**Application Closing Date:** Thu Feb 6 2020  
**Commencement Date:** Mon Feb 24 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Senior School  
**Gender:** Boys  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 10  
**Current Enrolment:** 130  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** The Board of Management of Scoil Bhríde Boys National School, Tullamore wish to appoint a suitable candidate to the position of secretary with part-time hours (12.5 hours)  
The key responsibilities of this role are as follows:  
General school administration and office management.  
Update and organisation of school records: Use of Databiz POD(Pupil Online Database), OLCS payment system and filing.  
Procurement of resources for the school.

The following skills are required:  
Proficiency in ICT and record keeping  
Strong interpersonal and communication skills.  
Strong organisational skills.  
Discretion and the ability to keep strict confidentiality.  
The position is subject to Garda Vetting requirements and a probationary period.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 18524K  
**Apply To:** Chairperson  
Scoil Bhride BNS  
Kilcruttin  
Tullamore  
R35N406  
**County:** Offaly  
**Enquiries To:** [scoilbhridepo@eircom.net](mailto:scoilbhridepo@eircom.net)  
057 9321194  
**Website:** <https://www.scoilbhride.ie>

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