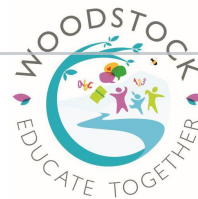


ADVERT ID 146901

Secretary

Woodstock ETNS

Woodstock Educate Together National School Kilmacullagh Newtown Mount Kennedy A63KV80
<https://woodstocketns.ie/>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Feb 23 2021 12:58:45
Application Closing Date: Fri Mar 5 2021
Commencement Date: Mon Mar 15 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 4
Current Enrolment: 91
Droichead school: Yes

POST DETAILS

Additional Information: NTMK ETNS are seeking a Part-time secretary to join our dynamic and dedicated team.

Key skills:

1. An ability to plan and work on own initiative alongside the ability to work in a team environment with Principal and other school staff.
2. To welcome & promote the holistic child-centred, equality-based ethos at NTMK ETNS.
3. Have relevant secretarial qualifications/experience working within an educational setting.
4. Be comfortable and discreet in dealing with confidential information.
5. Be confident and proficient user of MS Office, be IT competent, have experience updating Multimedia Platforms and have a commitment to upskilling in emerging technologies.

Responsibilities include:

- Organising, maintaining and updating school databases and files including the operation of systems such as (Aladdin, POD, Esinet and online payroll payments). Financial/accounting experience desirable.
- Managing the full range of school IT/administration & office management ensuring compliance with GDPR.
- Providing First Aid provision to pupils.
- Assisting the principal in the administration of meeting requests, diary management and

scheduling of events.

Additional Information:

The hours of work are 15 hours per week (Monday- Friday 10am -1pm)
The successful candidate will be required to undergo compulsory Garda vetting and online TUSLA Child Protection training,
The position is subject to a 6month probationary period.

To apply please email: recruitmentntmketns@gmail.com.
Thank-you.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20524W
Apply To: Newtownmountkennedy
Kilmacullagh
Newtownmountkennedy
A63KV80
County: Wicklow
Enquiries To: recruitmentntmketns@gmail.com
01 2015453
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Further Information: <https://www.facebook.com/NewtownmountkennedyETNS/>

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