

ADVERT ID 146938

## Secretary

### Scoil Naomh Mhuire

Staplestown Donadea Naas W91 X336

<https://www.staplestownns.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Feb 25 2021 11:12:25
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:	Catholic
Total No. of Teaching Staff:	6
Current Enrolment:	110
Droichead school:	Yes

#### POST DETAILS

**Additional Information:** Scoil Naomh Mhuire, Staplestown is seeking a Part-time secretary.

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. Experience working within an educational setting preferable.
3. Be comfortable and discreet in dealing with confidential information.

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.
- Assisting the principal in the administration of meeting requests, diary management and scheduling of events.

Additional Information:

The hours of work are 17.5 hours per week (Monday- Friday 8.45am -12.15pm)  
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: [staplestownns@gmail.com](mailto:staplestownns@gmail.com) or by post to Scoil Naomh Mhuire,  
Staplestown, Donadea, Co. Kildare  
Thank-you.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	16777G
<b>Apply To:</b>	Staplestown Donadea Naas W91 X336
<b>County:</b>	Kildare
<b>Enquiries To:</b>	<a href="mailto:staplestownns@gmail.com">staplestownns@gmail.com</a> 045 869229
<b>Website:</b>	<a href="https://www.staplestownns.ie">https://www.staplestownns.ie</a>

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.