

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 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

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

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