

ADVERT ID 146996

Secretary

Tarbert NS

Chapel Street Tarbert Listowel V31TW13
<http://tarbertns.scoilnet.ie/blog/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Mar 2 2021 12:50:17
Application Closing Date: Tue Mar 9 2021
Commencement Date: Mon Mar 22 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 8
Current Enrolment: 136
Droichead school: Yes

POST DETAILS

Additional Information: Tarbert N.S. is seeking a Part-time secretary (21 hours per week).

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 when dealing with confidential information.
4. Be familiar with GDPR requirements

Responsibilities to include:

(i) 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.

(ii) Managing the full range of school IT/administration & office management ensuring compliance with GDPR.

(iii) Assisting the principal in the administration of meeting requests, diary management and scheduling of events.

Additional Information;

The hours of work are 21 hours per week (Monday -Friday).

The successful candidate will be required to undergo vetting and online TUSLA Child Protection training.

The position is subject to a 6 month probationary period.

To apply please email the Chairperson at sec2021.tarbertns@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: 18705O
Apply To: Roll Number: 18705o
Tarbert N.S.
Chapel Street
Tarbert
Listowel
Co. Kerry
V31TW13
County: Kerry
Enquiries To: sec2021.tarbertns@gmail.com
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