

ADVERT ID 147455

Secretary

Scoil Mhuire na Trocaire

Castle Orchard Buttevant P51 X640
<https://buttevantprimaryschool.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Mar 23 2021 14:37:05
Application Closing Date: Fri Apr 9 2021
Commencement Date: Fri Jun 4 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 14
Current Enrolment: 207
Droichead school: Yes

POST DETAILS

Additional Information: Scoil Mhuire na Trócaire (Buttevant) is seeking a part time secretary (25 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 a 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 operational 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 successful candidate will be required to undergo compulsory Garda vetting and online TUSLA Child Protection training.
The position is subject to a 6 month probationary period.

To apply, please email: recruit@buttevantprimaryschool.org

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: 19989N
Apply To: Castle Orchard
Buttevant
Co. Cork
P51 X640

Email applications to: recruit@buttevantprimaryschool.org
County: Cork
Enquiries To: recruit@buttevantprimaryschool.org
022 23506
Website: <https://buttevantprimaryschool.com>
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