

ADVERT ID 152823

## Secretary

### Maria Assumpta PS

Pearse Road Ballypnehane

<https://www.scoilmariaassumpta.com>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Jun 10 2021 11:47:32
Application Closing Date:	Wed Jun 30 2021
Commencement Date:	Mon Aug 30 2021
Status of Post:	Fixed-term
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	19
Current Enrolment:	181
Droichead school:	Yes

#### POST DETAILS

Additional Information:	<p>Scoil Maria Assumpta is looking for a secretary (Monday-Friday) from 8:30a.m- 2:30p.m. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"><li>-Maintaining school databases example OLCS, POD, Aladdin.</li><li>-Maintaining school accounts in conjunction with the Principal and treasurer.</li><li>-Reception, telephone and email duties.</li><li>-Correspondence.</li><li>-Assisting the Principal and staff with the administration of meeting requests and scheduling events.</li><li>-Maintenance of office supplies.</li><li>-Liaising with representatives of service providers, suppliers, school users ,and visitors.</li></ul> <p>Key Skills:</p> <ul style="list-style-type: none"><li>-Excellent interpersonal and organisational skills.</li><li>-Excellent communication skills both written and verbal.</li><li>-Excellent typing and IT skills.</li><li>-A high level of proficiency in ICT and use of Microsoft Office.</li><li>-Ability to plan and work efficiently , on own initiative and showing flexibility consistent with the nature of the job.</li></ul> <p>The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child protection Training and Covid 19 online training. The position is subject to a 6month probation period. Induction training will be facilitated.</p>
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#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20389T  
**Apply To:** Pearse Road  
Ballypheane  
**County:** Cork  
**Enquiries To:** [mariaassumpta.ias@gmail.com](mailto:mariaassumpta.ias@gmail.com)  
021 4315724  
**Website:** <https://www.scoilmariaassumpta.com>

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