

ADVERT ID 152823

Secretary

Maria Assumpta PS

Pearse Road Ballyphehane

<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">-Maintaining school databases example OLCS, POD, Aladdin.-Maintaining school accounts in conjunction with the Principal and treasurer.-Reception, telephone and email duties.-Correspondence.-Assisting the Principal and staff with the administration of meeting requests and scheduling events.-Maintenance of office supplies.-Liaising with representatives of service providers, suppliers, school users ,and visitors. <p>Key Skills:</p> <ul style="list-style-type: none">-Excellent interpersonal and organisational skills.-Excellent communication skills both written and verbal.-Excellent typing and IT skills.-A high level of proficiency in ICT and use of Microsoft Office.-Ability to plan and work efficiently , on own initiative and showing flexibility consistent with the nature of the job. <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
021 4315724
Website: <https://www.scoilmariaassumpta.com>

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