

ADVERT ID 154116

## Secretary

### St Clares N.S. Ballyjamesduff

Virginia Road Ballyjamesduff A82XN67  
<https://www.scnsbjd.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Jun 17 2021  
**Application Closing Date:** Wed Jun 30 2021  
**Commencement Date:** Thu Aug 26 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 2  
**Total No. of Teaching Staff:** 33  
**Current Enrolment:** 447  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

St. Clare's N.S. Ballyjamesduff is seeking a part-time school secretary to work on Thursday and Friday (9am-3:30pm).

The successful candidate will uphold the school's Catholic ethos.

Responsibilities include but are not limited to:

- Maintaining school databases example OLCS, POD, Aladdin.
- 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.

Key Skills:

- 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.
- An ability to maintain confidentiality and professionalism

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 6 month probation period. Induction training will be facilitated.

Please mark your envelope clearly as "SECRETARY APPLICATION".

Only those shortlisted for interview will receive a reply.

If called for interview, the applicant must be available to attend interview in person at the assigned time and date.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	19983B
<b>Apply To:</b>	The Chairperson BoM, St. Clare's N.S., Virginia Road Ballyjamesduff, Co. Cavan. A82XN67
<b>County:</b>	Cavan
<b>Enquiries To:</b>	<a href="mailto:stclaresbjdns@gmail.com">stclaresbjdns@gmail.com</a> 049 8544908
<b>Website:</b>	<a href="https://www.scnsbjd.com">https://www.scnsbjd.com</a>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.