

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: Wed Jun 16 2021 23:33:51
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

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

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