ADVERT ID 154625

Secretary

Scoil Chomcille Senior

Ballybrack Co. Dublin Dublin A96FA40
https://scoilcholmcille.com

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jun 21 2021 09:48:40
Application Closing Date:	Mon Jul 5 2021
Commencement Date:	Mon Aug 16 2021
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Senior School
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	16
Current Enrolment:	163
Droichead school:	Yes

POST DETAILS

Additional Information:
Scoil Cholmcille JNS and SNS are seeking applications for a shared secretary (Monday-Friday) from 8:30a.m- 3.30p.m.
Responsibilities include but are not limited to:

-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 Principals and two staffs 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.

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. Details on salary and conditions available upon application.
Interviews will take place on 13/14 July and cannot be facilitated outside of these dates.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19438W
Apply To:	scoilcholmapply@gmail.com
County:	Dublin
Postal District:	County Dublin
Enquiries To:	scoilcholmapply@gmail.com web link for JNS- https://colmcillejunior.com 01 2855527/012848899
Website:	https://scoilcholmcille.com
Further Information:	https://scoilcholmcille.com

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