

ADVERT ID 156749

Secretary

Patrickswell NS

Patrickswell County Limerick Patrickswell
<https://www.patrickswellns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jul 23 2021 15:19:05
Application Closing Date: Fri Jul 30 2021
Commencement Date: Thu Aug 26 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 10
Current Enrolment: 137
Droichead school: Yes

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: The Board of Management of Patrickswell National School invites applications for the position of secretary for the academic year 2021 – 2022, consisting of 18 hours per week (9.30am-1pm Monday- Friday) covering 190 days every year.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child protection Training, Covid 19 online training and training in GDPR. The position is subject to a 6 month probation period.

The ideal candidate should have:

- Recognised Qualifications
- Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, budgets, on line payment systems, procurement and monthly financial reports.
- A high level of proficiency in I.C.T. and in the use of Microsoft Office and other online applications.
- A familiarity of working with on line school databases (e.g Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements.
- The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
- The willingness to plan and work efficiently, on own initiative and show flexibility consistent with

the nature of the job.

- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- An ability to maintain confidentiality and professionalism and the Catholic Ethos of the school at all times.

Basic First Aid experience would be advantageous

All applications by email only to pwellnschairperson@gmail.com

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17738B
Apply To: Patrickswell
County Limerick
Patrickswell
County: Limerick
Enquiries To: Pwellnschairperson@gmail.com
061 355057
Website: <https://www.patrickswellns.ie>

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