

ADVERT ID 157112

Secretary / Administrator

Eureka Secondary School

Secretary BOM Eureka Secondary School Cavan Rd Kells A82 R6C4
<https://www.eurekasecondaryschool.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jul 29 2021 12:10:56
Application Closing Date: Tue Aug 10 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 756
Droichead school: Yes

POST DETAILS

Additional Information: Applications are invited for the position of Receptionist. Please submit your CV by 4pm, Tues 10th August 2021 to principal@eurekaschool.ie. The CV should include qualifications, relevant competencies and experience and two references. Shortlisting may apply and canvassing will disqualify. Only shortlisted candidates will be contacted. Garda Vetting will apply.

Key Skills and competencies:

- Experience in office receptionist/secretarial work or related environment. School secretarial experience is an advantage
- Excellent communication and organisation skills
- Excellent office skills, ICT skills and knowledge of MS Office
- Knowledge of VSware, PPOD is an advantage – training will be available
- Ability to initiate plan and work on own initiative and to work in a team environment with other staff
- Willingness to engage in appropriate training
- Understanding the importance of confidentiality
- Commitment to the Ceist ethos

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- 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: 64410F
Apply To: Secretary BOM
Eureka Secondary School
Cavan Rd
Kells
A82 R6C4
County: Meath
Enquiries To: principal@eurekaschool.ie
0469240132
Website: <https://www.eurekasecondaryschool.ie>

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