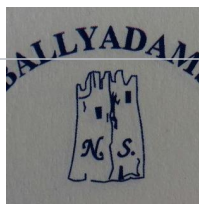


ADVERT ID 159972

Secretary

St.Joseph's N.S. Ballyadams

Ballyadams Via Athy Co.Laois Ballyadams R14E225
<https://www.ballyadamsns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Sep 9 2021
Application Closing Date: Thu Sep 23 2021
Commencement Date: Mon Oct 11 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
Total No. of Teaching Staff: 8
Current Enrolment: 109
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Ballyadams N.S invite applications for the post of Part-time Secretary, 15 hours per week (3hours per day), covering the school calendar year.

A Letter Of Application, CV & Referees should be sent to; Chairperson, Ballyadams N.S, Ballyadams , Via Athy, Co.Laois, R14 E225. The position is subject to a 3 month probationary period and satisfactory Garda Vetting.

The ideal candidate should have:

- Excellent communication, interpersonal and organisational skills
- Competency in maintaining financial accounts, payroll and R.O.S including budgets, on line payment systems, procurement and monthly financial reports.
- Excellent Word Processing, Excel, Publishing and general IT Skills
- Experience in using online data platforms including Aladdin, Gsuite, OLCs and POD
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- Relevant secretarial / administrative experience
- Experience in working in a child centred environment desirable.
- The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
- An ability to maintain confidentiality and professionalism and the Catholic Ethos of the school at all times.
- The willingness to plan and work efficiently, on own initiative and show flexibility consistent with the nature of the job.

Those shortlisted for an interview will be contacted with a reply to their application via email /

post. Please provide your email address in your application. If called for an interview, the applicant must be able to attend in person at the assigned time and date.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	16617H
Apply To:	Chairperson Ballyadams N.S, Ballyadams, Via Athy Co.Laois R14E225
County:	Laois
Enquiries To:	principal.ballyadams@gmail.com 05986 - 27226
Website:	https://www.ballyadamsns.com

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