

ADVERT ID 160129

## Secretary

---

### Scoil Bhríde

Scoil Bhríde Cannistown Navan (An Uaimh) C15CX61  
<https://www.cannistownns.org>

---

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 13 2021 10:58:46  
**Application Closing Date:** Tue Sep 28 2021  
**Commencement Date:** Mon Nov 1 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

---

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 23  
**Current Enrolment:** 367  
**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:** Administration duties will include:

- Dealing with school correspondence
- Maintenance of Aladdin, POD and OLCS
- Ongoing management of school financial records
- Office Administration skills including photocopying, laminating, binding etc
- Maintaining of office equipment and supplies and liaising successfully with representatives of service providers, suppliers, school users and visitors
- Preparation for various school events
- Administration of enrolment processes
- Other administrative tasks as needed

Skills Required:

- Excellent organisational skills
- Proficiency in ICT
- Excellent communications skills
- Ability to maintain discretion and confidentiality
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job
- Experience desirable

Please supply 3 COPIES of all documents..

Please mark envelopes clearly with 'SECRETARIAL APPLICATION.'

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

### APPLY TO THIS JOB VACANCY

**Roll Number:** 15104T  
**Apply To:** Scoil Bhríde  
Cannistown  
Navan (An Uaimh)  
C15CX61  
**County:** Meath  
046 9029779  
**Website:** <https://www.cannistownns.org>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.