

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>

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