ADVERT ID 163539

Secretary / Administrator

St. Brendan's Community School

Cappaneale Birr R42KN92
https://www.stbrendanscsbirr.ie

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Wed Nov 24 2021 09:00:00
Application Closing Date:	Mon Dec 6 2021
Commencement Date:	Tue Jan 4 2022
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Community School
Current Enrolment:	800

POST DETAILS

Additional Information:

Additional Information:
Clerical Officer Duties - Secretary/Adminiastrator
Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders and answering calls
Maintains financial database records
Sorts and distributes incoming mail
Types correspondence, meeting notes and forms among other document
Photocopies, scans and files appropriate documents
Edits documents for accuracy
Maintains accurate records and enters data
Assists with organising events when necessary
Signs for delivered packages and distributes them to the appropriate recipient
Orders supplies
Engages in educational opportunities as needed
Performs additional duties when required, including drafting brochures and organising the filing system.
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APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

Roll Number:	91491L
Apply To:	The Secretary
	Board of Management
	St. Brendan's Community School
	Cappaneale
	Birr Co Offaly
	R42KN92
County:	Offaly
	057 9120510
Website:	https://www.stbrendanscsbirr.ie