

### **ADVERT ID 163539**

# **Secretary / Administrator**

### St. Brendan's Community School

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

#### MAIN DETAILS

Status:	Deactivate
Level:	Post Prima
Date Posted:	Wed Nov 2
Application Closing Date:	Mon Dec 6
Commencement Date:	Tue Jan 4
Status of Post:	Permaner
Number of Vacancies:	1
Number of hours per week:	37

eactivated ost Primary ed Nov 24 2021 09:00:00 on Dec 6 2021 ue Jan 4 2022 ermanent

# ST. BRENDAN'S



SCH	OOL	DET/	AILS

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.

### APPLICATION REQUIREMENTS

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

### Applications may be submitted by

• Post

### APPLY TO THIS JOB VACANCY

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

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