ST. BRENDAN'S



#### **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.

# 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: <a href="https://www.stbrendanscsbirr.ie">https://www.stbrendanscsbirr.ie</a>

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.