ADVERT ID 163584

Secretary

St Olivers NS

Dundalk Street Carlingford A91 NW92
https://stoliverscarlingford.scoilnet.ie/blog/

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Nov 24 2021 20:16:30
Application Closing Date:	Wed Dec 1 2021
Commencement Date:	Thu Jan 6 2022
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	9
Current Enrolment:	130
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:
St. Oliver's N.S. is seeking a part-time school secretary to work on Monday to Friday (8.30am - 2.30pm).

The successful candidate will uphold the school's Catholic ethos.

Responsibilities include but are not limited to:

-Maintaining school databases example OLCS, POD, Aladdin.
-Reception, telephone and email duties.
-Correspondence.
-Finances
-Assisting the Principal and staff with the administration of meeting requests and scheduling events.
-Maintenance of office supplies.
-Liaising with representatives of service providers, suppliers, school users and visitors.

Key Skills:
-Excellent interpersonal and organisational skills.
-Excellent communication skills both written and verbal.
-Excellent typing and IT skills.
-A high level of proficiency in ICT and use of Microsoft Office, Google Suite.
-Ability to plan and work efficiently, on own initiative and showing flexibility consistent with the

nature of the job.
-An essential ability to maintain confidentiality and professionalism

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child protection Training and Covid 19 online training. The position is subject to a 6 month probation period. Induction training will be facilitated.

Please mark your application in the subject bar clearly as "SECRETARY APPLICATION".

Only those shortlisted for interview will receive a reply.

If called for interview, the applicant must be available to attend interview in person at the assigned time and date.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	02322I
Apply To:	Principal@stoliversns.ie
County:	Louth
Enquiries To:	principal@stoliversns.ie
	042 9373405
Website:	https://stoliverscarlingford.scoilnet.ie/blog/

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