ADVERT ID 164475

Secretary

Scoil Iosagain

Scoil Íosagáin Coolgreany Gorey Y25AN29
https://www.coolgreanyns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jan 5 2022 16:44:52
Application Closing Date:	Wed Jan 19 2022
Commencement Date:	Mon Feb 7 2022
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	9
Droichead school:	Yes

POST DETAILS

Additional Information:

The successful candidate will have:
· excellent interpersonal and communication skills
· administrative skills to support the management of school.
· proficiency in Microsoft Applications including Word & Excel
· excellent organisational, oral and written communication skills
· ability to plan and work on own initiative along with the ability to work in a team environment, with Principal and other school staff
· previous secretarial experience desirable
· be required to comply with national vetting requirements and undertake TUSLA Training
• Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
• Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
• A familiarity of working with on line school databases (e.g. Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements and revenue returns.
• The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
• The willingness to plan and work efficiently, on own initiative and show flexibility consistent with the nature of the job.
• Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
An ability to maintain confidentiality and professionalism.

This is a part time position of 20 hours per week over 5 days, Monday to Friday with normal annual holidays to be taken when the school is closed. This position is subject to a 6 month probationary period and satisfactory Garda Vetting. This post commences on 7th February 2022

Please use "Secretary Application" on the envelope. Terms and remuneration negotiable with successful candidate.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	17117P
Apply To:	The Chairperson Scoil Íosagáin Coolgreany Gorey, Co Wexford y25an29
County:	Wexford
Enquiries To:	coolgreanynsapplications@gmail.com 0858570276
Website:	https://www.coolgreanyns.ie

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