

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  
**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:** 10  
**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

<b>Roll Number:</b>	17117P
<b>Apply To:</b>	The Chairperson Scoil Íosagáin Coolgreany Gorey, Co Wexford y25an29
<b>County:</b>	Wexford
<b>Enquiries To:</b>	<a href="mailto:coolgreanynsapplications@gmail.com">coolgreanynsapplications@gmail.com</a> 0858570276
<b>Website:</b>	<a href="https://www.coolgreanyns.ie">https://www.coolgreanyns.ie</a>

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