

ADVERT ID 164784

Secretary / Administrator

St. Mary's Secondary School

Ashe Road Nenagh

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Jan 14 2022 11:35:29
Application Closing Date: Fri Jan 28 2022
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information: Part-Time School Secretary
The Board of Management of St. Mary's Secondary School Nenagh invites applications for the position of part-time School Secretary. Hours are approximately 4 hours per day, Monday to Friday (Term-Time). Flexibility may be required at other times to support school events/activities outside term time and set days.

Personal Qualities
The successful candidate will demonstrate the following personal qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative but also to work as part of a team.
- Reliable, trustworthy and aware of the need to maintain confidentiality in all aspects of the work.
- Flexible and able to adapt easily to the needs of the school.

Skills & Experience
Essential Skills:

- Administrative skills and general office experience.
- Proficiency in Microsoft applications to include Word and Excel and have excellent typing skills.
- Experience in operating a busy reception/front office environment.
- Experience in SAGE and Thesaurus packages.
- Excellent oral and written communication skills.
- Excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 65380E
Apply To: Secretary Board of Management
St Mary's Secondary School
Ashe Road
Nenagh
Co. Tipperary
County: Tipperary
Enquiries To: admin@stmarysnenagh.ie
067 31450

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