

ADVERT ID 164928

Secretary

Scoile Mhuire Naofa

Longford Road, Carrigallen, H12 HK79.



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Jan 20 2022 12:59:49
Application Closing Date:	Fri Feb 11 2022
Commencement Date:	Mon Mar 21 2022
Status of Post:	Fixed-term
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:	16
Current Enrolment:	169
Droichead school:	Yes

POST DETAILS

Additional Information:	<p>The successful candidate should have:</p> <ul style="list-style-type: none"> · 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 · An ability to plan and work on own initiative along with the ability to work in a team environment with the principal and other school staff • Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centered environment (desirable) • 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. • The ability to assist the principal with the daily administration tasks, meeting requests and scheduling of events etc. • The willingness to plan and work efficiently off 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 and upskill where necessary.
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This is a Fixed Term fulltime position of 20 hours per week (Monday to Friday from (9 am to 1pm) with normal annual holidays to be taken when the school is closed. The successful candidate will work alongside the current secretary for 2 weeks for induction (if required).

The Board of Management will be increasing the hours before September 2022 to 25 hours per week (9 am to 2 pm) as the school continues to grow. This position is subject to a 6-month

probationary period and satisfactory Garda Vetting. Please note that there is flexibility around the start date.

Please use "Secretary Application" on the envelope or email subject line.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 16474L
Apply To: FAO The Chairperson,
Scoil Mhuire Naofa,
Longford Road,
Carrigallen,
Co. Leitrim,
H12 HK79.
County: Leitrim
Enquiries To: Interviews@carrigallenns.ie
(049) 4339929

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