

ADVERT ID 164947

Secretary

Newtownwhite ETNS

Newtownwhite ETNS Ballysakeery Ballina F26 TP63
<https://www.newtownwhiteetns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jan 21 2022
Application Closing Date: Fri Feb 4 2022
Commencement Date: Mon Feb 21 2022
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 4
Current Enrolment: 54
Droichead school: No

POST DETAILS

Additional Information:

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 centred 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.

This is a Fixed Term part-time position of 12 hours per week (Monday, Tuesday, Thursday and Friday) with normal annual holidays to be taken when the school is closed. These hours may increase over time. Flexibility is desired throughout the school term.

This position is subject to a 6-month probationary period and satisfactory Garda Vetting.

Please use "Secretary Application" as the 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

APPLY TO THIS JOB VACANCY

Roll Number:	09040K
Apply To:	Chairperson BOM
County:	Mayo
Enquiries To:	secretaryapplicationntwetns@gmail.com 09632728/0867933559
Website:	https://www.newtownwhiteetns.com
Further Information:	https://www.facebook.com/newtownwhitenationalschool

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