

ADVERT ID 165081

## Secretary

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### St Patricks NS

Stackallen Slane C15 Y104

<https://www.stackallenschool.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jan 26 2022 14:42:44  
**Application Closing Date:** Fri Feb 4 2022  
**Commencement Date:** Mon Feb 28 2022  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 10  
**Current Enrolment:** 187  
**Droichead school:** Yes

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#### POST DETAILS

**Panel of Applicants:** An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:** Provisional hours are expected to be 09:00-12:30 Monday-Wednesday, 09.00 - 15.00 Thursday & Friday - the final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal. Flexibility may be required at other times to support school events/activities.

The successful candidate will:

- Assist the Principal in performing a wide variety of clerical and secretarial duties with a flexibility in adapting to the needs of the school.
- Enjoy working in a varied and busy environment with a focus on delivering an excellent service to staff, students, parents and prospective parents.
- Be reliable, trustworthy, calm under pressure and uphold the ethos of the school.
- Be discreet in dealing with confidential information, and have a personable, yet professional manner.
- Be a confident and proficient user of MS Office including Word, Powerpoint & Excel, and have strong ICT literacy with an interest in and commitment to upskilling and engaging in and learning new technologies as they emerge.  
A familiarity of working with on line school databases (e.g. Aladdin, POD & OLCS systems) as well as a knowledge of accounts and wage packages.

- Have excellent communication skills.
- Proactively identify opportunities to improve systems and procedures to ensure the smooth running of the school office.
- Experience operating in reception/front office environment.
- Good organisational skills, ensuring good record keeping and adherence to school procedures and policies.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 01309L  
**Apply To:** Stackallen  
Slane  
C15 Y104  
**County:** Meath  
**Enquiries To:** [rebekah.rafferty@stackallenschool.com](mailto:rebekah.rafferty@stackallenschool.com)  
046 9024207  
**Website:** <https://www.stackallenschool.com>  
**Further Information:** <https://www.stackallenschool.com>

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