

ADVERT ID 167868

## Secretary

---

### St Ailbes NS

Emly NS Main St Emly Emly E34 NY00  
<https://emlyns.ie>

---

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Apr 28 2022 15:11:49  
**Application Closing Date:** Fri May 13 2022  
**Commencement Date:** Mon Jun 13 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:** 12  
**Current Enrolment:** 115  
**Droichead school:** Yes

---

#### POST DETAILS

**Additional Information:**

St. Ailbe's NS Emly, Tipperary–School Secretary required  
25 Hours per week over 5 days

The successful candidate will have:

- excellent interpersonal and communication skills
- administrative skills to support the management of school finances
- accounting experience desirable
- 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
- familiarity with GDPR
- familiarity with POD would be desirable
- previous secretarial experience desirable
- be required to comply with national vetting requirements

To apply for the position, send a CV and letter of application;

-by email to [stailbesnsemlyapplications@gmail.com](mailto:stailbesnsemlyapplications@gmail.com)

or

by post to The Chairperson, St. Ailbe's NS, Emly, Co. Tipperary.

Closing date for application is 3pm on 13th May.

#### 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:** 20467N  
**Apply To:** St. Ailbe's NS  
Emly  
Co. Tipperary  
**County:** Tipperary  
**Enquiries To:** [info@emlyns.ie](mailto:info@emlyns.ie)  
06257422  
**Website:** <https://emlyns.ie>  
**Further Information:** <https://www.emlyns.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.