

ADVERT ID 168538

Secretary

St Marys NS

Orilia Tce Cobh
<https://www.stmarysncobh.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sun May 8 2022 11:25:43
Application Closing Date: Mon May 23 2022
Commencement Date: Mon Aug 22 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Girls
School Patronage: Catholic
Total No. of Teaching Staff: 17
Current Enrolment: 271
Droichead school: Yes

POST DETAILS

Additional Information: St. Mary's National School, Cobh seeks an enthusiastic, hard-working primary school secretary who is competent and experienced in relation to office procedures.

The successful candidate will have:

- excellent organisational, oral and written communication skills
- excellent interpersonal and communication skills
- administrative skills to support the management of school finances
- accounting experience desirable
- proficiency in Microsoft Applications including Word & Excel
- ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff

Key Duties and Responsibilities include but are not limited to the following:

- Providing day to day administrative support to the Principal and school team;
 - Recording and updating Dept. of Education systems POD and OLCS
 - Maintaining the ALADDIN administration system
 - Financial management - to include online payments, bank lodgements and reconciliations and petty cash
 - Revenue returns including PAYE, RCT and VAT
 - Ensuring compliance with GDPR
- (Experience on these systems is desirable but not essential as training will be provided)

Key Skills

The successful candidate should have at least 2 years office experience in a similar role and must demonstrate the following:

- Excellent organisational skills / ICT skills
- Confidentiality and discretion
- Flexibility and ability to work independently

- Strong interpersonal and communication skills;

This position is subject to Garda Vetting.

Weekly hours are from 8:45am -2.45p.m. (Monday-Friday).

We have an amazing, enthusiastic staff and the successful candidate would form part of an incredible team

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 16377N
Apply To: The Chairperson,
St. Mary's N.S.
Orilia Tce
Cobh
P24 FR98

applications@stmarysncobh.com
County: Cork
Enquiries To: office@stmarysncobh.com
021 4812038
Website: <https://www.stmarysncobh.com>

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