

ADVERT ID 169033

Secretary

Middleton ETNS

Broomfield West Mill Rd Middleton Middleton P25 NH94
<https://www.middletonet.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 12 2022
Application Closing Date: Thu May 26 2022
Commencement Date: Mon Aug 29 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: Educate Together
Total No. of Teaching Staff: 43
Current Enrolment: 600
Droichead school: Yes

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:

Middleton Educate Together NS 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, co-administration staff and school team;
 - Maintaining the ALADDIN administration system • A basic understanding of financial management. • 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 8:30-2.30pm. (3 days; Tuesday, Wednesday and Thursday), initially on a 4 month contract September-December.

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

*** Candidate needs to be available for the last week of term (from Thursday 19th for shadowing work). ***

Please email applications to;
applications@midletonet.com before 12pm on the 26th of May, 2022.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20336V
Apply To:	FAO; Niamh Wylde, Chairperson applications@midletonet.com
County:	Cork
Enquiries To:	principal@midletonetnet.com 0214634563
Website:	https://www.midletonet.com

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