ADVERT ID 175780

Secretary

Scoil Bhríde

Scoil Bhríde. Green Lane, Leixlip, Co Kildare. W23R9Y6
https://www.scoilbhrideleixlip.scoilnet.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jul 13 2022 11:53:38
Application Closing Date:	Wed Aug 10 2022
Commencement Date:	Mon Aug 22 2022
Status of Post:	Permanent
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	22
Current Enrolment:	302
Droichead school:	Yes

POST DETAILS

Additional Information:
The ideal candidate should have:
• Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
• A familiarity of working with on line school databases (e.g. Aladdin, POD & OLCS systems)
• Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
• Excellent interpersonal skills, including oral and written communication skills.
• Competency in maintaining financial accounts, including wages, budgets, on line payment systems,(ROS,VAT, RCT etc), procurement , monthly financial reports and familiarity with Financial Services Support Unit (FSSU).
• A high level of proficiency in I.C.T. and in the use of Google Drive and other online applications.
• Office administration skills including photocopying, laminating, binding etc.
• Knowledge of GDPR & Data Protection requirements.
• The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
• The willingness to plan and work efficiently on 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.
Confidentiality and professionalism are absolutely essential.
Shortlisting will be applied and those who are shortlisted will be called for interview on 17 August 2022.

Please send letter of application, Curriculum Vitae, with current contact details for 2 referees, by email to applications@scoilbhrideleixlip.ie

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19407L
Apply To:	Chairperson, Board of Management, Scoil Bhríde. Green Lane, Leixlip, Co Kildare. W23R9Y6
County:	Kildare
Enquiries To:	applications@scoilbhrideleixlip.ie 01 6244850
Website:	https://www.scoilbhrideleixlip.scoilnet.ie

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