

ADVERT ID 175780

## Secretary

### Scoil Bhríde

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



#### MAIN DETAILS

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

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	18
<b>Current Enrolment:</b>	299
<b>Droichead school:</b>	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@scoilbhrídeleixlip.ie](mailto:applications@scoilbhrídeleixlip.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](mailto:applications@scoilbhrideleixlip.ie)  
01 6244850  
**Website:** <https://www.scoilbhrideleixlip.scoilnet.ie>

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