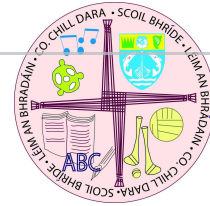


ADVERT ID 175780

## Secretary

### Scoil Bhríde

Scoil Bhríde. Green Lane, Leixlip, Co Kildare. W23R9Y6  
<https://www.scoilbhrídeleixlip.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:** 23  
**Current Enrolment:** 293  
**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@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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