ADVERT ID 181185

Secretary / Administrator

Holy Family Secondary School

Holy Family Secondary School Naas Road Newbridge W12YD71
https://www.holyfamily.ie

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Wed Sep 21 2022 18:41:43
Application Closing Date:	Mon Oct 3 2022
Commencement Date:	Thu Nov 10 2022
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	16

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Girls
Current Enrolment:	760
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Holy Family Secondary School invites applications for the position of secretary consisting of 16 working hours per week (Thursdays and Fridays)
This school secretarial position is subject to the terms and conditions as set out in DES circular letter 0036/2022
The ideal candidate should have:
• Recognised Qualifications
• Experience of operating in a busy office environment and/or secretarial experience working in a child-centered environment.
• Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
• Excellent interpersonal skills, including oral and written communication skills.
• A high level of proficiency in I.T. and in the use of Microsoft Office and other online applications.
• A familiarity of working with online school databases as well as a knowledge of GDPR & Data Protection requirements.
• The ability to assist the Senior Leadership Team with the daily administration tasks etc.
• 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.
• Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality.

Application by post to:
The Chairperson, BOM
Holy Family Secondary School, Newbridge, Co. Kildare
Please clearly state "SECRETARY APPLICATION" on the envelope.

OR via email to posts@holyfamily,ie

The appointment is subject to Garda Vetting and the successful candidate will be required to

undertake Tusla Child Protection Training and GDPR. Shortlisting may apply.

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:	61682A
Apply To:	Holy Family Secondary School Naas Road Newbridge W12YD71
County:	Kildare
Enquiries To:	posts@holyfamily.ie 045 431957
Website:	https://www.holyfamily.ie
Further Information:	https://www.holyfamily.ie

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