

ADVERT ID 181414

Secretary / Administrator

St. Mary's Secondary School

Ashe Road Nenagh

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Sep 27 2022 15:09:51
Application Closing Date: Tue Oct 4 2022
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information: The Board of Management of St. Mary's Secondary School, Nenagh, invite applications for the position of school secretary. Monday to Friday (Term-Time). Flexibility may be required at other times to support school events/activities outside term time and set days. The successful candidate will demonstrate the following personal qualities:
* Excellent interpersonal skills and ability to deal with all members of the school community.
* Ability to work on own initiative but also to work as part of a team.
* Reliable, trustworthy and aware of the need to maintain confidentiality in all aspects of work.
* Flexible and able to adapt easily to the needs of the school.

ESSENTIAL SKILLS

* Experience in both SAGE and Thesaurus Packages.
* Experience in operating a busy reception/front office environment.
* Proficiency in Microsoft applications to include Word and Excel and have excellent typing skills.
* Excellent oral and written communication skills.
* Administrative skills and general office experience.
* Excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 65380E
Apply To: Secretary
Board of Management
St. Mary's Secondary School
Ashe Road
Nenagh
Co. Tipperary
County: Tipperary
Enquiries To: admin@stmarysnenagh.ie
06731450

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