

ADVERT ID 185518

Secretary

Ballyduff NS

Scoil Na Maighdine Muire Ballyduff Camolin Enniscorthy Y21 XY30
<https://www.ballyduffnswex.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jan 16 2023 16:09:52
Application Closing Date: Mon Jan 30 2023
Commencement Date: Mon Feb 20 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 64
Droichead school: Yes

POST DETAILS

Additional Information:

The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service. They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management.

The successful candidate will be committed and will demonstrate the following personal qualities:

Skills & Experience:

Essential skills:

- Excellent Administrative skills & general office experience
- Excellent typing skills and proficiency in Microsoft applications (Word, Excel & Outlook)
- Excellent interpersonal skills, including oral and written communication skills
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements and confidentiality.
- Familiarity with school systems (eg Aladdin, POD & OLCS systems) and with the management of school finances and on-line payment systems.

This appointment is subject to the following: Garda vetting; provision of referee contact details; and the successful candidate will be required to undertake TUSLA child protection training.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18687P
Apply To: ballyduffjobs2023@gmail.com
County: Wexford
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