

**ADVERT ID 213419**

## Secretary

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### Caherea NS

Caherea Lissycasey Ennis V95AY67  
<https://www.cahereans.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu May 16 2024  
**Application Closing Date:** Thu May 30 2024  
**Commencement Date:** Fri Aug 30 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 33

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#### POST DETAILS

**Additional Information:**

The Board of Management of Caherea National School invites applications for the position of secretary consisting of 15 hours per week across Monday to Friday.

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. The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional and discreet manner.

The successful candidate will have:

- excellent interpersonal and communication skills
- administrative skills to support the management of school
- proficiency in ICT including typing, use of email and Microsoft applications
- excellent organisational and planning skills
- ability to plan and work on own initiative along with the ability to work in a team environment with the Principal and other school staff
- a commitment to maintaining confidentiality
- flexibility consistent with the nature of the job
- familiarity with GDPR and data protection requirements
- familiarity with POD, OLCS and Aladdin systems would be desirable
- previous secretarial experience desirable
- financial administration experience desirable

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child Protection Training. This position is subject to a six month probationary period.

To apply for the position, send a CV and letter of application, including the names, roles and

contact details of three referees, by post, to Chairperson, Caherea National School, Lissycasey, Ennis, Co. Clare. Please write "Secretary Application" on the outside of the envelope.

Closing date for application: Thursday 30th May at 13:00

Queries regarding the position may be emailed to [principal.cahereans@gmail.com](mailto:principal.cahereans@gmail.com).

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18541K  
**Apply To:** Chairperson  
Caherea National School  
Lissycasey  
Ennis  
Co. Clare  
V95AY67  
**County:** Clare  
**Enquiries To:** [principal.cahereans@gmail.com](mailto:principal.cahereans@gmail.com)  
**Website:** <https://www.cahereans.ie>  
**Further Information:** <https://www.cahereans.ie>

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