

ADVERT ID 219797

Secretary / Administrator

Drogheda Grammar School

Mornington Road Drogheda Drogheda A92D9KF
<https://www.droghedagrammarschool.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Sun Jun 30 2024 15:11:37
Application Closing Date: Mon Jul 29 2024
Commencement Date: Mon Aug 19 2024
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 510
Droichead school: Yes

POST DETAILS

Additional Information:

Drogheda Grammar school requires a part-time (term time September-June) administrator/school secretary.

The role will be dependent on the successful applicant's skillset but will include the following:

1. Front of house reception- telephone, dealing with parents, students etc.
2. Administrative support for teaching staff and school management.
3. Assistance with the organisation of events (parent teacher meetings, Open evening, Prize day, House exams etc).
4. Management of school transport- booking buses

There will be other roles in addition to the above.

The successful candidate will be proficient in microsoft word and excel and preferably have a working knowledge of VSWARE (although training can be provided)

The hours of work are from 1:00pm - 5:00pm. This post is for term time only (September to beginning of June)

Further details will be given by request/at interview.

Applicants will be garda vetted and shortlisting will apply before the interview.

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: 63870L
Apply To: Mornington Road
Drogheda
Drogheda
A92D9KF
County: Meath
Enquiries To: secretaryBOM@droghedagrammarschool.ie
Website: <https://www.droghedagrammarschool.ie>
Further Information: <https://www.droghedagrammarschool.ie>

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