

ADVERT ID 221112

## Secretary

### Nicker NS

Old Pallas Pallasgrean none

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Jul 25 2024 13:19:07
Application Closing Date:	Thu Aug 8 2024
Commencement Date:	Wed Aug 28 2024
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	8

#### POST DETAILS

**Additional Information:**

17.5 hours per week.

The successful candidate will have:

- ? excellent interpersonal and communication skills
- ? administrative skills to support the management of school finances
- ? accounting experience desirable
- ? proficiency in Microsoft Applications including Word & Excel
- ? excellent organisational, oral and written communication skills
- ? ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff
- ? familiarity with GDPR
- ? familiarity with POD would be desirable
- ? previous secretarial experience desirable
- ? be required to comply with national vetting requirements

To apply, please send the names, roles and contact details of three referees.

Please write 'Secretary Application' in subject bar.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	14231V
<b>Apply To:</b>	nickernsposts2024@gmail.com
<b>County:</b>	Limerick
<b>Enquiries To:</b>	087 6949444

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