

ADVERT ID 221112

Secretary

Nicker NS

Old Pallas Pallasgrean none

MAIN DETAILS

Status: Active
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

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

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