

ADVERT ID 225436

Secretary / Administrator

St. Brendan's Community School

Cappaneale Birr R42KN92

<https://www.stbrendanscsbirr.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Sep 30 2024 10:24:56
Application Closing Date: Fri Oct 18 2024
Status of Post: RPT Contract
Number of Vacancies: 1
Number of hours per week: 32

SCHOOL DETAILS

School Type: Community School
Current Enrolment: 847

POST DETAILS

Additional Information:

Additional Information:

Secretary/Administrator

Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders and answering calls

Maintains financial database records

Sorts and distributes incoming mail

Types correspondence, meeting notes and forms among other document

Photocopies, scans and files appropriate documents

Edits documents for accuracy

Maintains accurate records and enters data

Assists with organising events when necessary

Signs for delivered packages and distributes them to the appropriate recipient

Orders supplies

Engages in educational opportunities as needed

Performs additional duties when required, including drafting brochures and organising the filing system.

APPLICATION REQUIREMENTS

- 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: 91491L
Apply To: The Secretary
Board of Management
St Brendan's Community School
Cappaneale
Birr Co Offaly
R42KN92
County: Offaly
Website: <https://www.stbrendanscsbirr.ie>

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