

ADVERT ID 225798

## Secretary / Administrator

### Wilson's Hospital School

Heathlands Multyfarnham Mullingar N91 AX97  
<http://www.wilsonshospitalschool.ie/>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Fri Oct 4 2024 12:42:33  
**Application Closing Date:** Fri Oct 25 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 440  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Beneficial:

- Have experience in a previous secretarial role and/or in bookkeeping/ accountancy role.
- Have some experience in computerised accounts package.
- Have some experience in computerised payroll package.
- Excellent level of numerical and analytical skills
- Experience in the software packages, Excel, Word, and Outlook
- Be receptive and willing to upskill
- Have excellent interpersonal and communication skills.
- Ability to handle multiple tasks simultaneously.
- A high degree of discretion and ability to work with sensitive and confidential data.
- Commitment to meeting deadlines

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 63300Q  
**Apply To:** Email applications only to: [jgalligan@whs.ie](mailto:jgalligan@whs.ie)  
Subject Field: Secretary Job Application  
**County:** Westmeath  
**Enquiries To:** [jgalligan@whs.ie](mailto:jgalligan@whs.ie)  
**Website:** <http://www.wilsonshospitalschool.ie/>

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