

ADVERT ID 226312

Secretary

Scoil an Linbh Iosa

Prosperous Naas W91 DT10

<https://prosperousns.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Oct 15 2024 09:55:22
Application Closing Date:	Fri Oct 25 2024
Commencement Date:	Tue Nov 12 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	32
Current Enrolment:	524
Droichead school:	Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

This position is for ten hours secretarial work a week, on three days – Tuesday, Thursday and Friday.

Experience in financial matters desirable.

Candidates will preferably have experience of operating in a busy office environment and/or secretarial experience working in a child centred environment.

- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including petty cash, on line payments, day to day cash transactions and monthly financial reports.
- Experience in I.T. and use of Word, Excel, and other online applications.
- Organising, maintaining and updating school databases and filing systems.
- Updating, managing and storing school records in compliance with GDPR.
- Assisting with the organisation of school events and activities.
- Provide cover for school secretary during any period of absence.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- A commitment to maintaining confidentiality and discretion is a must.
- Willingness to upskill where necessary.

Previous experience in a school setting is desirable but not essential.

The appointment is subject to Garda Vetting approval.

To apply for the position, email a CV and letter of application, including the names, roles and contact details of two referees, to jobs@prosperousns.ie

Please write "Secretary Application" as the subject.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	18515J
Apply To:	jobs@prosperousns.ie
County:	Kildare
Enquiries To:	jobs@prosperousns.ie
Website:	https://prosperousns.ie

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