

ADVERT ID 228878

Secretary

Holy Cross Mercy NS

New Road, Killarney V93A096
<https://www.mercyholycross.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jan 8 2025 11:19:48
Application Closing Date:	Mon Jan 20 2025
Commencement Date:	Mon Feb 10 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Girls with Infant Boys
School Patronage:	Catholic
Total No. of Teaching Staff:	33
Current Enrolment:	370
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Holy Cross Mercy School invites applications for the position of a part-time school secretary. This role will be for 3 days per week, consisting of approximately 22 working hours.

The ideal candidate should have:

- recognised qualifications with experience of operating in a busy office environment
- excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies
- excellent interpersonal skills, including oral and written communication skills
- a high level of proficiency in I.T. and in the use of Microsoft Applications including Word & Excel
- administrative skills to support the management of school finances
- a knowledge of GDPR and Data Protection requirements
- the ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.
- a willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job
- respect for the Catholic ethos of the school at all times and a commitment to maintaining confidentiality

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19487M

Apply To: (Please clearly write APPLICATION on the envelope.)

The Chairperson,
Board of Management,
Holy Cross Mercy School,
New Road,
Killarney,
Co. Kerry
V93A096

County: Kerry

Enquiries To: principal@mercyholycross.ie

Website: <https://www.mercyholycross.ie>

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