

ADVERT ID 229190

Secretary

SN Bhríde

Ardaghy Ardaghy Omeath A91 DA37
<https://gmail.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jan 16 2025 16:57:51
Application Closing Date: Thu Jan 23 2025
Commencement Date: Tue Feb 4 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 6

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:

The candidate will be required to work his/her part-time hours in school on a daily basis, Monday to Friday. Payment is on the first point of the scale, unless the candidate can provide evidence of previous experience as a school secretary, in which case the rules set out in Circular 36/2022 may be applied.

- * The successful candidate will uphold the school's Catholic ethos.
- * An essential ability to maintain confidentiality and professionalism is required.

Responsibilities include but are not limited to:

- Maintaining school databases example OLCS, POD, Aladdin.
- Reception, telephone and email duties.
- Correspondence.
- Finances.
- Assisting the Principal and staff with the administration of meeting requests and scheduling events.
- Maintenance of office supplies.
- Liaising with representatives of service providers, suppliers, school users and visitors.

Key Skills:

- Excellent interpersonal and organisational skills.
- Excellent communication skills both written and verbal.
- Excellent typing and IT skills.
- A high level of proficiency in ICT and use of Microsoft Office, Google Suite.
- Ability to plan and work efficiently, on own initiative and showing flexibility consistent with the

nature of the job.
-Work as part of a team

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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