

ADVERT ID 233336

Secretary

Caherline NS

Caherline Caherconlish Co Limerick Limerick V94 KX74
<https://www.caherlinens.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu May 1 2025 12:21:14
Application Closing Date: Fri May 16 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Permanent
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: 14
Current Enrolment: 171
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Caherline N.S. invites applications for the position of secretary.

The ideal candidate should have:

- Recognised qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment desirable.
- 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 wages, budgets, on line payment systems, procurement and monthly financial reports.
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications.
- A familiarity of working with online school databases (e.g. Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements would be advantageous.
- The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling and organising events etc.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality. The candidate should be hardworking, reliable, flexible, enthusiastic and professional.

The above job description is not exhaustive. Shortlisting will apply, and those shortlisted will be

called for an interview. The position is subject to a 12 month probation period.

Application by post ONLY to:
The Chairperson of the BOM of Caherline NS,
Caherline,
Caherconlish,
Co. Limerick
V94 KX74.

Please clearly state "SECRETARY APPLICATION" on the envelope.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection training and training in GDPR.

APPLICATION REQUIREMENTS

- Letter of Application
- 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:	15226K
Apply To:	Caherline Caherconlish Co Limerick Limerick V94 KX74
County:	Limerick
Enquiries To:	secretary@caherlinens.ie
Website:	https://www.caherlinens.ie

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