

ADVERT ID 234245

Secretary

St Conaires

Tullyvarraga Road Shannon V14 X272 https://www.conaires.ie

MAIN DETAILS

Status: Deactivated Level: Primary

Date Posted:Tue May 13 2025Application Closing Date:Thu May 29 2025Commencement Date:Mon Sep 1 2025Status of Post:Fixed-term

Number of Vacancies: 1



School Type: Mainstream with Special Classes

School Structure: Vertical

Gender: Co-Educational

School Patronage: Catholic
Total No. of Teaching Staff: 27

Current Enrolment: 358

Droichead school: Yes

POST DETAILS

Additional Information:

This is a fixed-term post for one year on a job share basis with another person on a week on/week off basis initially. Flexibility is required from time to time during busy periods. Successful applicant must be available for training prior to starting.

Applicants would ideally have secretarial/administrative experience in an educational environment or similar.

Knowledge and understanding of online school databases (such as Aladdin, POD and OLCS/Esinet systems)

Excellent office, organisational and administrative skills

Strong record keeping abilities

Excellent interpersonal skills, including written and oral communication skills

Demonstrated ability to work as part of a busy and dynamic team

Strong commitment to confidentiality and understanding of GDPR and Data Protection

Experience of managing money and accounts

Experience of managing a busy office

Ability to work closely with direct manager and leadership group

Ability to work on own initiative

Willingness to acquire new skills

The above list is non-exhaustive.

The appointment is subject to Garda vetting and the successful candidate is required to undertake Tusla Child Protection training. Final appointment is subject to 4 months' probation and sanction by the Department of Education. Shortlisting will apply.

Please mark envelope with "School Secretary Vacancy"



APPLICATION REQUIREMENTS

- It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.
- 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: 19274S

Apply To: Recruitment Selection Board

St. Conaire's NS Tullyvarraga Road

Shannon V14 X272

County: Clare

Enquiries To: conaires@gmail.com

Website: https://www.conaires.ie

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