

ADVERT ID 236045

Secretary

Scoil Bhríde

Milltown Newbridge W12 PF82
<https://www.scoilbhridemilltown.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jun 3 2025
Application Closing Date: Tue Jun 17 2025
Commencement Date: Mon Sep 1 2025
Status of Post: Fixed-term
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: 224
Droichead school: Yes

POST DETAILS

Additional Information:

This post is a fixed term job-share position (2 days per week, 12 hours, Monday & Tuesday) for the 2025-2026 school year. Applicants must have excellent communication, time management and organisation skills. They must be flexible, enthusiastic and work very well as part of a team. Duties will include administrative and communication management, general correspondence and office management. It is preferred that applicants have experience in the operation of POD, Esinet, School Returns and Aladdin systems. It is expected that applicants should have experience in the use of Windows & Microsoft operating systems. A knowledge of Apple School Manager & JAMF portals are desirable but not essential. Children First Safeguarding Training and Garda Vetting required.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16654N
Apply To: Apply by email to recruitment@scoilbhridemilltown.ie
Applications to be marked as 'Secretary Job Share Position'
County: Kildare
Enquiries To: johnngoff@scoilbhridemilltown.ie
Website: <https://www.scoilbhridemilltown.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.