

ADVERT ID 98398 *

Secretary

Presentation Girls' School, Maynooth

FAO: Chairperson, Address: Presentation Girls' School, Maynooth.
<https://www.presgirlsmaynooth.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Feb 21 2018 11:51:35
Application Closing Date: Wed Mar 7 2018
Commencement Date: Mon Apr 9 2018
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Girls
School Patronage: Catholic
Total number of staff: 31
Current Enrolment: 598

POST DETAILS

Additional Information: Part-time: 20 hours per week initially.
Closing for applications: noon on 7/03/2018
Interviews from 10am on 14/03/2018
Successful applicant subject to Garda Vetting

General Skills:
Excellent Organisational Skills and Strong Written and Oral Communication Ability.
IT Skills:
Familiarity with website content management systems
Excel Macros and Data Manipulation in Excel
Advanced MS Word
Ability to perform first level troubleshooting and support for all hard and software problems and collate and communicate issues for 2nd level support
Familiarity with Aladdin for Schools
System administration for website
Receptionist duties:
Secretarial services
Data Entry
Bookkeeping
Email and telephone enquiries.

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: 00779U
Apply To: FAO: Chairperson,
Address: Presentation Girls' School,
Maynooth.
County: Kildare
Email Address: info@presgirlsmaynooth.ie
Phone:
Website: <https://www.presgirlsmaynooth.ie>

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