

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](mailto:info@presgirlsmaynooth.ie)  
**Phone:**  
**Website:** <https://www.presgirlsmaynooth.ie>

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