

ADVERT ID 96469 *

Secretary

St. Josphe's NS

FAO: Chairperson BOM Address: St. Joseph's NS, Highfield, Kilcock, Co. Kildare
<https://www.stjosephskilcock.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Nov 23 2017 10:45:33
Application Closing Date: Thu Dec 7 2017
Commencement Date: Tue Dec 19 2017
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 34
Current Enrolment: 356

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

We are looking for a secretary who is energetic and friendly to join our hard working staff.

The successful candidate would preferably have strong secretarial experience in a primary school setting. The successful candidate will work under the direction of the principal.

Candidates should be highly-motivated with the ability to perform numerous general office and receptionist duties. They must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative.

Candidates must have a friendly, approachable and pleasant manner as the first point of contact to the school.

- Candidates should also display/have:
a proven ability to work in a flexible team environment.
knowledge of financial management, record keeping, and/or payroll software.
a high level of competency with IT and specific school software programmes, e.g.aladdin
awareness of the importance of confidentiality and discretion.
ability to plan and work effectively on own initiative.

Hours of work will be 8:45am- 2:45pm Monday- Friday. Immediate start

Appointment will be subject to Garda Vetting and reference checks.

Please be aware that canvassing will disqualify.

A four month probationary period will apply.

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: 16706G
Apply To: FAO: Chairperson BOM
Address: St. Joseph's NS, Highfield, Kilcock, Co. Kildare
County: Kildare
Email Address: principal@stjosephskilcock.com
Phone:
Website: <https://www.stjosephskilcock.com>

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