

ADVERT ID 107553 \*

## Secretary

### Tralee Educate Together

Chairperson tetnsrecruit@gmail.com  
<https://www.tralee-educate-together.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jul 4 2018 17:34:24  
**Application Closing Date:** Thu Jul 19 2018  
**Commencement Date:** Wed Aug 29 2018  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Total number of staff:** 7  
**Current Enrolment:** 92

#### POST DETAILS

**Additional Information:** Part-time, temporary school secretary required for school year 2018/19.

Excellent organisational, communication (oral and written) and interpersonal skills are required for this busy role. The successful candidate will be flexible and committed to the role.

Other essential requirements include:  
 A minimum of 2 years general office/administrative experience  
 Excellent ICT skills  
 Confidentiality  
 Ability to work under pressure and achieve deadlines  
 Ability to work independently and use initiative, along with the ability to work in close partnership with the school principal and school team  
 A good understanding of GDPR

Familiarity with the Aladdin and POD systems would be desirable  
 Experience in accounting would also be desirable

Tralee Educate Together NS is a diverse, multi-denominational school on the outskirts of Tralee Town. Commitment to the school ethos is essential.

Appointment subject to current Garda Vetting.

Hours of work: Mon. - Fri. 9.00 - 1.00  
 Number of weeks: Term time

Only shortlisted candidates will be contacted - apologies in advance to others.

Applications by EMAIL ONLY to tetnsrecruit@gmail.com

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 20158A  
**Apply To:** Chairperson  
tetnsrecruit@gmail.com  
**County:** Kerry  
**Email Address:** [tetnsrecruit@gmail.com](mailto:tetnsrecruit@gmail.com)  
**Phone:**  
**Website:** <https://www.tralee-educate-together.com>

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