

ADVERT ID 109352 *

Secretary

Scoil Mhuire Moynalty

FAO: Denise Ward, Principal Address: Scoil Mhuire Moynalty, Kells
<https://www.moynaltyns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Aug 3 2018 12:56:14
Application Closing Date: Fri Aug 17 2018
Commencement Date: Wed Aug 29 2018
Status of Post: Substitute
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 7
Current Enrolment: 129

POST DETAILS

Additional Information:

Please mark envelope "Secretary Application".
Please provide evidence of Garda Vetting.
This position is for 10 hours per week - 2 hrs per day during school term time.

The key responsibilities of this role are as follows:
Excellent organisational , communication (both written and oral) and interpersonal skills required.
Flexibility and commitment are a must for this very busy role.
Must have good own initiative and ability to work independently and meet deadlines as they arise.
Must have the ability to work in a team environment with all staff.
Reception and secretarial duties will include day to day school accounts, enrolment and other tasks as directed by the Principal / Deputy Principal.
Proficiency in ICT is a key requirement.
Knowledge of Word, Excel, Powerpoint and website development required.
Experience of accounting software systems favourable.
Role also includes use of Aladdin management system, POD Pupil Online database and OLCS payment system. Knowledge of these systems desirable but not essential.
Candidate will need to be highly confidential in all areas of their work and have an awareness of GDPR.

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: 17213L
Apply To: FAO: Denise Ward, Principal
Address: Scoil Mhuire Moynalty, Kells
County: Meath
Email Address: denise@moynaltyns.ie
Phone:
Website: <https://www.moynaltyns.ie>

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