

ADVERT ID 111380

## Secretary

### St Joseph's NS

Mardyke Walk Cork City Cork T12YY07  
<http://st-josephs-ns.org/>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 10 2018 11:56:50  
**Application Closing Date:** Tue Sep 25 2018  
**Commencement Date:** Mon Oct 1 2018  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Boys  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 12  
**Current Enrolment:** 220  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** The school wishes to appoint a suitable candidate to a full-time, secretarial post for the 2018-2019 school year.

The key responsibilities of this role are as follows :

- \* Day to day school accounts;
- \* Administration of Enrolment
- \* Use of Aladdin and POD (Pupil Online Database);
- \* Use of OLCS payment system;
- \* Answering telephone calls;
- \* Other administrative tasks as needed.

The following skills are required:-

- Proficiency in ICT;
- Knowledge of Microsoft Word and Excel;
- Ability to work independently.
- Excellent interpersonal and communication (both written and oral) skills;
- Excellent organisation skills
- Ability to work on own initiative and to work independently;

The following would be beneficial:

- Awareness of GDPR.
- A knowledge and experience of using Aladdin and POD (Pupil Online Database) and OLCS payment system.

Please apply in writing to the Chairperson, BOM, St. Joseph's NS, Mardyke, Cork.

Appointment will be subject to current Garda Vetting requirements.

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

### APPLY TO THIS JOB VACANCY

**Roll Number:** 16339F  
**Apply To:** The Chairperson, BOM,  
St. Joseph's NS,  
The Mardyke  
Cork City  
**County:** Cork  
**Enquiries To:** [principaljoes@gmail.com](mailto:principaljoes@gmail.com)  
0214274549  
**Website:** <http://st-josephs-ns.org/>

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