

ADVERT ID 111485

## Secretary

### St Joseph's NS

Highfield KILCOCK W23RX07  
<https://www.stjosephskilcock.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Sep 12 2018  
**Application Closing Date:** Wed Sep 26 2018  
**Commencement Date:** Mon Oct 1 2018  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 27  
**Droichead school:** Yes

#### 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 8:40am- 2:40pm Monday- Friday during the school year plus 10 days during the summer holidays. 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.

A panel of suitable applicants may be set up to fill vacancies which may occur within a four month period from the date on which the Board approves the successful candidate.

#### 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

<b>Roll Number:</b>	16706G
<b>Apply To:</b>	Highfield KILCOCK CO KILDARE W23RX07
<b>County:</b>	Kildare
<b>Enquiries To:</b>	<a href="mailto:principal@stjosephskilcock.com">principal@stjosephskilcock.com</a> 01 6287628
<b>Website:</b>	<a href="https://www.stjosephskilcock.com">https://www.stjosephskilcock.com</a>

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