

ADVERT ID 111660

Secretary

Scoil Bhríde Primary School, Edenderry

Killane Edenderry R45 X951
<https://www.scoilbhrideps.com>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Sep 17 2018 11:49:39
Application Closing Date:	Wed Oct 3 2018
Commencement Date:	Mon Oct 15 2018
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
Classification:	DEIS 2
Total No. of Teaching Staff:	50
Current Enrolment:	548
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, personable and friendly to join our hard working staff.

The successful candidate would preferably have strong secretarial experience. 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 they are the first point of contact to the school.

Candidates should also display/have:

- a proven ability to work in a flexible team environment.
- a high level of competency with IT.
- awareness of the importance of confidentiality and discretion.
- ability to plan and work effectively on own initiative.

Hours of work (initially) - 8.35 am to 3 pm Monday to Friday (32 hours per week)
 Appointment will be subject to Garda Vetting and reference checks.
 Please be aware that canvassing will disqualify.
 Our School is an Equal Opportunities employer.

A four month probationary period will apply.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20267F

Apply To: Applications will be accepted by email only to the following email address:
scoilbhrideenderry@yahoo.com

Please type 'Secretary Vacancy & Applicant's Name' in the subject line of the email.

Applications will be accepted up until 12 pm on Wednesday 03 October 2018.

County: Offaly

Enquiries To: info@scoilbhrideps.com

0469773451

Website: <https://www.scoilbhrideps.com>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.