

ADVERT ID 114817

Secretary

Manister NS

Manister Croom
<https://www.manisterns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jan 8 2019
Application Closing Date: Wed Jan 16 2019
Commencement Date: Fri Feb 1 2019
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
School Patronage: Catholic
Total No. of Teaching Staff: 5
Droichead school: No

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:

The school wishes to appoint a suitable candidate to a part-time, secretarial post for the remainder of the 2018-2019 school year. The position is for 15 hours per week during school term time, Monday, Wednesday and Friday from 9 am -2 pm.

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 confidentially at all times.

The following are highly advantageous:-

- * Excellent organisation and communication (both written and oral) skills;
- * Excellent interpersonal skills and ability to work in team environment ;
- * Ability to work on own initiative and ability to work independently;
- * Ability to work to deadlines;
- * Awareness of GDPR.

Please outline how you meet the above requirements in your letter of application. Please also include the contact details of three referees, one of whom must be your present or most recent employer. Please include your email address with your application as invitations to interview will issue by email only.

Appointment will be subject, but not limited to, satisfactory references and current Garda Vetting requirements.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	04466T
Apply To:	Fr Damian Ryan (Chairperson of the Board of Management) E-mail : manisterposts@gmail.com
County:	Limerick
Enquiries To:	manisterposts@gmail.com 061 397220
Website:	https://www.manisterns.ie

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