

ADVERT ID 114817

## Secretary

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### Manister NS

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

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Jan 8 2019 14:53:43  
**Application Closing Date:** Wed Jan 16 2019  
**Commencement Date:** Fri Feb 1 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

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

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#### 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](mailto:manisterposts@gmail.com)  
**County:** Limerick  
**Enquiries To:** [manisterposts@gmail.com](mailto:manisterposts@gmail.com)  
061 397220  
**Website:** <https://www.manisterns.ie>

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