

ADVERT ID 115253

Secretary

Powerscourt NS

Powerscourt National School Cookstown Road Enniskerry A98 K7X6
<https://www.powerscourtns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Jan 30 2019
Application Closing Date: Fri Feb 15 2019
Commencement Date: Mon Apr 1 2019
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
School Patronage: Church of Ireland
Total No. of Teaching Staff: 5
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:

The school wishes to appoint a suitable candidate to a part-time secretarial post. Powerscourt NS is a Church of Ireland school and the secretary acts as both school and parish secretary. The position is for 20 hours per week during school term time, Monday to Friday 8:15 am to 12:15 pm.

The key responsibilities of the 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, Excel and Publisher
- * School and parish website update and development
- * 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 a 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 as invitations to interview will issue by email only. Please submit applications by post marking the envelope 'Secretarial Post'. Applications must be submitted by 12 noon on the closing date.

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

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 09760V
Apply To: 'Secretarial Post'
Powerscourt National School,
Cookstown Road,
Enniskerry,
Co. Wicklow
A98K7X6
County: Wicklow
Website: <https://www.powerscourtns.ie>

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