

ADVERT ID 115315

## Secretary

### Whitecross NS

Whitecross Julianstown A92 W291  
<https://www.whitecrossschool.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Feb 4 2019 15:49:01  
**Application Closing Date:** Mon Feb 18 2019  
**Commencement Date:** Mon Feb 25 2019  
**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  
**Current Enrolment:** 413  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** The school wishes to appoint a suitable candidate to the position of part-time secretary. The position is for 20 hours per week during term time.  
The following are required:  
- Proficiency in ICT including knowledge of Microsoft Word, Excel & Publisher  
- Excellent organisation and communication (both written and oral) skills  
- Pleasant and approachable in manner, both in person and on the phone as they would be the first point of contact to the school  
- Excellent interpersonal skills and ability to work in a team environment  
- Ability to plan and work on own initiative and the ability to work independently  
- Ability to work to deadlines  
- Experience in accounts, VAT, PAYE, RCT and knowledge of the FSSU  
The successful applicant will need to be highly confidential in all areas of their work and have an awareness of GDPR  
The role includes the use of Aladdin management system. POD (Pupils On-line Data), OLCS - experience desirable but not essential  
  
Please outline how you meet the above requirements in your CV and letter of application. Please also include the contact details of at least three referees, one of whom must be a present or recent employer.  
Applications by email only and applications must be submitted by 12 noon on the closing date. Appointment will be subject but not limited to satisfactory references and Garda Vetting.  
A probationary period will apply.

#### 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:** 17705J  
**Apply To:** Whitecross  
Julianstown  
Co. Meath  
A92W291  
**County:** Meath  
**Enquiries To:** [jobs.whitecrossns@gmail.com](mailto:jobs.whitecrossns@gmail.com)  
041 9829229  
**Website:** <https://www.whitecrossschool.com>

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