

ADVERT ID 124310

Secretary

St Colmcilles SNS

Idrone Ave. Knocklyon Dublin D16W8KO
<https://www.stcolmcilles.org>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jul 12 2019 10:21:06
Application Closing Date: Fri Aug 16 2019
Commencement Date: Mon Aug 26 2019
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 46
Current Enrolment: 768
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: Experience and Requirements
Good oral and written communication and interpersonal skills.
Good administrative and organisational skills.
A sensitive and approachable nature and being comfortable working closely with children.
Tact, diplomacy and patience.
The ability to remain calm under pressure.
Ability to deal flexibly with work demands.
Experience with computers and software programmes e.g. Microsoft Office.
The ability to work well as part of a team.
A willingness to use one's own initiative.
Desirable:
Previous experience in a secretarial/administrative position.
Familiarity with GDPR.
Familiarity with Aladdin, Esinet and POD systems.
Certificate in First Aid or a willingness to undertake certification.
Administrative skills to support the management of school finances.

APPLICATION REQUIREMENTS

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

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19742C

Apply To: Please forward by post in an envelope clearly marked "Secretary Application" and addressed to:
Chairperson, B.O.M.
St.Colmcille's SNS.
Idrone Ave.
Knocklyon
Dublin 16
D16W8KO

County: Dublin

Postal District: Dublin 16

01 4942527

Website: <https://www.stcolmcilles.org>

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