

ADVERT ID 131802

## Secretary

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### St Joseph's NS

Tom Bellew Avenue Avenue Road Dundalk  
<https://sjns.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Feb 6 2020 12:26:19  
**Application Closing Date:** Fri Feb 21 2020  
**Commencement Date:** Mon Mar 9 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 44  
**Current Enrolment:** 575  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** The Board of Management of St.Joseph's NS wish to appoint a suitable candidate to the position of support secretary. The vacancy is for 3 hours daily (15 per week) The position is funded by the Ancillary Grant.

Key responsibilities of the role are:  
General School and Office Administration  
Update of school records  
Use of Aladdin, POD and OLCS.  
Procurement of resources for the school

Key skills required:  
Strong interpersonal and communication skills  
Strong organisational skills  
Discretion and the ability to keep strict confidentiality  
Flexibility  
Experience in ICT

This position is subject to Garda vetting and a probationary period.

#### 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:** 19673J  
**Apply To:** The Chairperson,  
St. Joseph's NS  
Tom Bellew Avenue  
Avenue Road  
Dundalk  
**County:** Louth  
**Enquiries To:** [stjosephsdundalk@gmail.com](mailto:stjosephsdundalk@gmail.com)  
042 9337170  
**Website:** <https://sjns.ie>

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