

ADVERT ID 138135

## Secretary

### Our Lady of Mercy Convent School

Rosemount Terrace Booterstown Co Dublin Booterstown

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jul 1 2020 11:40:30
Application Closing Date:	Wed Jul 15 2020
Commencement Date:	Thu Aug 27 2020
Status of Post:	Part-Time
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	14
Current Enrolment:	256
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Our Lady of Mercy Convent School invite applications for the position of School Secretary.

Provisional hours are expected to be 08:20-3:30 Monday-Friday - the final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal. Flexibility may be required at other times to support school events/activities.

The successful candidate will:

- Assist the Principal in performing a wide variety of clerical and secretarial duties with a flexibility in adapting to the needs of the school.
- Enjoy working in a varied and busy environment with a focus on delivering an excellent service to staff, students, parents and prospective parents.
- Be reliable, trustworthy, calm under pressure and uphold the ethos of the school.
- Be discreet in dealing with confidential information, and have a personable, yet professional manner.
- Be a confident and proficient user of MS Office including Word, Powerpoint & Excel, and have strong ICT literacy with an interest in and commitment to upskilling and engaging in and learning new technologies as they emerge. Knowledge of Aladdin, POD, OLCS and is desirable.
- Have excellent communication skills.
- Proactively identify opportunities to improve systems and procedures to ensure the smooth running of the school office.

- Experience operating in a busy reception/front office environment.
- Good organisational skills, ensuring good record keeping and adherence to school procedures and policies.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17970F  
**Apply To:** Rosemount Terrace  
Booterstown  
Co Dublin  
Booterstown  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [olomoffice1@gmail.com](mailto:olomoffice1@gmail.com)  
01 2884223  
**Website:**  
**Further Information:** <https://ourladyofmercy.ie>

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