

ADVERT ID 144085

## Secretary

### St Marys Convent PS

O'Rahilly Street Nenagh E45DX78  
<https://www.stmarysprimary.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Oct 19 2020 11:20:51  
**Application Closing Date:** Fri Nov 6 2020  
**Commencement Date:** Wed Jan 6 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 26  
**Current Enrolment:** 407

#### POST DETAILS

**Additional Information:** St Mary's Convent Primary School is seeking a full-time secretary, commencing January 6th 2021.  
The successful candidate will manage the school office/reception in a welcoming and professional manner and will be an integral part of the school community. Hours of work 8.45am to 4.45pm, Mon-Fri.

Responsibilities include but are not limited to:  
Working in close co-operation with the school principal  
Maintaining school databases (OLCS, POD, Thesaurus Payroll etc)  
Managing school accounts and school correspondence  
Liaising with representatives of school service providers, suppliers, visitors etc  
Carrying out other duties assigned by the School Principal related to the position of School Secretary

Skills required:  
Excellent interpersonal and communication skills  
Excellent Office Administration and IT skills  
A high level of confidentiality  
Ability to plan and work efficiently on their own initiative  
Ability to be flexible, consistent with nature of post  
An ability and willingness to master new applications

This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training. Induction training will be facilitated during Nov/Dec 2020.  
Applications to include letter of application and three copies of CV (unbound or side binder)

#### 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:** 16112A  
**Apply To:** Chairperson, Board of Management  
St. Mary's Convent Primary School  
O'Rahilly Street  
Nenagh  
Co. Tipperary  
**County:** Tipperary  
**Enquiries To:** [info@conventprimarynenagh.ie](mailto:info@conventprimarynenagh.ie)  
067 31895  
**Website:** <https://www.stmarysprimary.ie>

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