

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
067 31895
Website: <https://www.stmarysprimary.ie>

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