

ADVERT ID 144989

Secretary

Scoil Lachtain

Freshford Freshford

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Nov 10 2020 12:18:50
Application Closing Date:	Thu Nov 26 2020
Commencement Date:	Wed Jan 6 2021
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Patronage:	Catholic
Total No. of Teaching Staff:	15
Current Enrolment:	202
Droichead school:	Yes

POST DETAILS

Additional Information: St. Lachtain's National School is seeking a part-time secretary, 25 hours per week (Mon-Fri.), 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.
Responsibilities include but are not limited to:
Working in close co-operation with the principal, deputy principal and staff
Managing school correspondence - post, phone, emails etc.
Composition of letters/emails with fluency and accuracy.
Maintaining school databases (OLCS, POD, Payroll, Aladdin 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, communication and team working skills
Excellent Office Administration and IT skills
A clear understanding and application of GDPR regulations and 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
Applications to include letter of application, three copies of CV and references.

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: 00796U
Apply To: Chairperson, Board of Management,
St. Lachtain's NS,
Freshford,
Co. Kilkenny
County: Kilkenny

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