

ADVERT ID 166238

Secretary

Scoil Bhríde

Eglantine Park Douglas Road Cork Cork
<https://www.eglantine.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Mar 22 2022
Application Closing Date: Wed Mar 30 2022
Commencement Date: Mon Apr 25 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Girls
School Patronage: Catholic
Total No. of Teaching Staff: 25
Current Enrolment: 410
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Scoil Bhríde Eglantine is an all girls Primary School with 457 pupils situated in Ballinlough, Cork. The secretary position is 32.5 hours per week, 8.30am-3pm, Monday to Friday.

The successful candidate will have the following skills/competencies:

- Proficiency in the use of MS office and in office-related IT skills such as data management, financial records, spreadsheets, word processing and file management
 - GDPR awareness, discretion, confidentiality, and professionalism
 - Excellent attention to detail
 - Flexibility in the various demands of the position
 - Ability to relate well to children and adults
 - Ability to work independently, use initiative and enjoyment of teamwork
 - A willingness to upskill their competencies whilst in the position
- The successful candidate's duties will include:
- Key point of contact for all visitors to the school
 - Management of school communications; phones, emails, databases (knowledge of Aladdin Connect software is an advantage but not essential)
 - Clerical and administrative support to the Principal, Deputy Principal and staff as duties arise
 - Administration of enrolment process under the direction of the Deputy Principal.
 - Management of e-payments/payments/invoices
 - Procurement of resources and liaising with service providers
 - Facilitating the organisation of school policies and procedures

The position is subject to compulsory Garda vetting and a 6 month probationary period.
Only shortlisted candidates for interview will be contacted.
Applications by email only to recruitmenteglantine@gmail.com by 12 noon on 31st March 2022,
with "Secretary Position" in the subject line.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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