

ADVERT ID 170996

Secretary

Saint Luke's National School

Saint Luke's National School O'Mahoney's Avenue Montenotte Cork T23DF30
<https://www.stlukesmontenotte.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jun 3 2022
Application Closing Date:	Fri Jun 17 2022
Commencement Date:	Thu Sep 1 2022
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Church of Ireland
Total No. of Teaching Staff:	7
Current Enrolment:	97
Droichead school:	No

POST DETAILS

Additional Information:

St Luke's National School O'Mahonys Avenue seeks an enthusiastic, hard-working primary school secretary who is competent and experienced in relation to office procedures.

The successful candidate will have:

- excellent organisational, oral and written communication skills
- excellent interpersonal and communication skills
- administrative skills to support the management of school finances
- accounting experience is desirable
- proficiency in Microsoft Applications including Word & Excel
- ability to plan and work on own initiative along with the ability to work in a team environment with the Principal and other school staff

Key Duties and Responsibilities include but are not limited to the following:

- Providing day to day administrative support to the Principal, co-administration staff and school team;
 - Maintaining the ALADDIN administration system
 - Data entry on Online Claims System (OLCS)
 - A basic understanding of financial management.
 - Ensuring compliance with GDPR
- (Experience in these systems is desirable but not essential as training will be provided)

Key Skills

The successful candidate should have at least 2 years of office experience in a similar role and must demonstrate the following:

- Excellent organisational skills / ICT skills
- Confidentiality and discretion

- Flexibility and ability to work independently
- Strong interpersonal and communication skills;

This position is subject to Garda Vetting.

Weekly hours are from 8 am-12 pm. (3 days; Monday, Tuesday and Thursday), initially on a 4-month contract September-December.

We have an amazing, enthusiastic staff, school community and the successful candidate would form part of an incredible team.

Please email applications to;
chairstlukes@gmail.com before 12pm on the 17th June 2022.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	13648D
Apply To:	chairstlukes@gmail.com
County:	Cork
Enquiries To:	chairstlukes@gmail.com
	085 2744170
Website:	https://www.stlukesmontenotte.ie

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