

ADVERT ID 171775

Secretary

St. Mary's BNS

Moyglare Road Maynooth W23Y598
<http://www.maynoothbns.ie/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sat Jun 11 2022
Application Closing Date: Thu Jun 23 2022
Commencement Date: Tue Aug 23 2022
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Total No. of Teaching Staff: 39
Current Enrolment: 618
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:

St. Mary's BNS is recruiting a secretary for a fixed-term vacancy. We are seeking an experienced, hardworking candidate with excellent interpersonal and front-of-house skills.

The secretary will report to the principal and will undertake duties as directed by the principal and deputy principal, to support the administration and smooth running of the school.

The successful candidate will work cooperatively with an existing secretary and must be able to work flexibly as a member of the school administration team.

Applicants must have excellent communication, interpersonal and organisational skills, and display a proven ability to plan and organise work effectively.

Applicants must demonstrate the capacity to produce documentation and written correspondence to a high standard.

Flexibility and understanding of the demands of a school environment are essential.

Excellent ICT skills are essential. The successful candidates will be highly proficient in the use of Word, PowerPoint and Excel.

Confidentiality and professionalism are essential.

Office administration skills including photocopying, laminating, binding, etc. are required.

Knowledge of POD (Primary Online Database), Aladdin (School Admin Software), OLCS (Online Claims System) and Google for Education are desirable but not essential.

The position is for 30 hours per week Monday to Friday: 9:00AM – 3:00PM.

(The secretary will not work during school holidays with the exception of 5 days prior to the commencement of the school year and 5 days following the end of the summer term.)

The initial term of the appointment is 23/8/22 to 7/7/23 and the appointment is subject to a 6-month probationary period. The appointment will be subject to a satisfactory Garda Vetting Disclosure prior to commencement.

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria, as short-listing will apply.

Please submit a letter of application with a full CV, including the names of three referees by email to Mr. Manus McCarron, Chairperson of the Board of Management, Maynooth BNS.

Applications will be accepted by email only to appointments@maynoothbns.ie by 5pm on the day of the deadline. Clearly state "Secretary Application" in the subject line of the application email.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	17341U
Apply To:	appointments@maynoothbns.ie
County:	Kildare
Enquiries To:	appointments@maynoothbns.ie 01 6293021
Website:	http://www.maynoothbns.ie/
Further Information:	http://maynoothbns.ie/

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