

ADVERT ID 174686

Secretary

Piltown NS

Banagher Piltown E32 DE27
<https://www.piltownns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jun 28 2022 11:01:53
Application Closing Date: Fri Jul 8 2022
Commencement Date: Wed Aug 31 2022
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 20
Current Enrolment: 328
Droichead school: Yes

POST DETAILS

Additional Information: Piltown N.S is seeking a fixed-term, full-time secretary from August 31st, 2022 to August 30th 2023.

Hours of work 9am to 3pm, Monday to Friday.

Responsibilities include but are not limited to:

- Maintaining school databases eg, OLCS, POD, Databiz...
- Maintaining school accounts in conjunction with the Principal and Treasurer,
- Managing Payroll and RCT,
- Carrying out other duties assigned by the School Principal.

Skills required:

- Interpersonal and organisational skills,
- Confidentiality and professionalism,
- Proficiency with typing, ICT and a commitment to upskilling in emerging technologies and platforms,
- An ability to work alongside the Principal and staff,
- Organisational and communication skills,
- Experience within an office setting,
- Office administration and IT skills.

This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection and First Aid Training.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17357M
Apply To: Email: Chairperson, BOM
secretaryapplication@piltownns.ie
County: Kilkenny
Enquiries To: secretaryapplication@piltownns.ie
051 643498
Website: <https://www.piltownns.ie>

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