

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](mailto:secretaryapplication@piltownns.ie)  
051 643498  
**Website:** <https://www.piltownns.ie>

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