

ADVERT ID 176766

## Secretary / Administrator

### Kilkenny College

Castlecomer Road Kilkenny Kilkenny R95CF61  
<https://www.kilkennycollege.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Jul 28 2022  
**Application Closing Date:** Fri Aug 12 2022  
**Commencement Date:** Wed Aug 24 2022  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

This is a full time position.

To apply for this position, please email:

A Letter of Application, with an up-to-date CV and references to:

The Secretary, Board of Management, Kilkenny College

By email only to [appoint@kilkennycollege.ie](mailto:appoint@kilkennycollege.ie)

NB: Please state clearly on your email which position you are applying for.

A detailed job description is available on request from [appoint@kilkennycollege.ie](mailto:appoint@kilkennycollege.ie)

Shortlisting may apply and only shortlisted candidates will be contacted

Canvassing will disqualify.

Qualifications, Skills, and Experience required:

- Previous experience in an administration role.
- Strong IT skills particularly MS Office, Outlook, Word, and Excel are required.
- Knowledge and experience of accounts software package(s) advantageous.
- Ability to communicate well (both written and oral), including with staff, parents, and students.
- Ability to complete tasks to deadline.
- Well-organised with experience in developing efficient administrative systems.
- Capacity to maintain and develop positive working relationships with senior management, the administrative team and other colleagues in the College.
- Fluency in English is essential.

#### 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:** 61570M  
**Apply To:** by email only to [appoint@kilkennycollege.ie](mailto:appoint@kilkennycollege.ie)  
**County:** Kilkenny  
**Enquiries To:** [appoint@kilkennycollege.ie](mailto:appoint@kilkennycollege.ie)  
056 7761544  
**Website:** <https://www.kilkennycollege.ie>  
**Further Information:** <https://www.kilkennycollege.ie>

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