

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 09:42:47
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
 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
 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
County: Kilkenny
Enquiries To: appoint@kilkennycollege.ie
056 7761544
Website: <https://www.kilkennycollege.ie>
Further Information: <https://www.kilkennycollege.ie>

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