

ADVERT ID 177298

Secretary / Administrator

St Declans College, Nephin Road

St Declans College Nephin Road Cibra D07NN63

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Aug 3 2022 10:17:30
Application Closing Date: Mon Aug 15 2022
Commencement Date: Mon Sep 5 2022
Status of Post: Permanent
Number of Vacancies: 1
This is a readvertisement



SCHOOL DETAILS

School Type: Secondary School
Droichead school: Yes

POST DETAILS

Additional Information:

Job description: School Secretary
Duties for the role include:
Reception and telephone duties
Secretarial services, much of which is confidential and sensitive by nature
General office administration
Dealing with queries from parents, teachers and visitors to the school
Managing attendance records, admissions and transfers.
To perform such other similar duties as may be required and generally to carry out such duties as may be required from time to time by the Board of Management, Principal, Deputy Principal or other person placed in charge over you.

Key Competencies required:
Excellent organisation and communication skills
Excellent computer skills and knowledge of MS Office
Ability to work on own initiative as well as part of a team
Knowledge of an MIS e.g. VS Ware would be an advantage

This appointment is subject to the candidate being successfully Garda vetted and approval by the Board of Management & Department of Education and Skills.

Please provide copies of references.

Job Type: Full-time, Permanent
Salary: €24,000.00-€38,320.00 per year
Annual leave: 8% of the hours worked in a leave year (but subject to a maximum of 4 working weeks) and public holidays apply to this position.

St Declan's College is an equal opportunities employer.

COVID-19 considerations: All COVID-19 precautionary measures are in place

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 60491L
Apply To: The Principal
St Declan's College
Nephin Road
Cabra
Dublin 7
D07NN63
County: Dublin
Postal District: Dublin 7
Enquiries To: jobapplications@stdeclanscollege.ie
018380357

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