

ADVERT ID 177315

Secretary / Administrator

Cnoc Mhuire

Granard Granard N39 D450

<https://www.cnocmhuiregranard.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Aug 3 2022
Application Closing Date: Wed Aug 17 2022
Commencement Date: Mon Sep 19 2022
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational

POST DETAILS

Additional Information:

The successful applicant will provide a wide range of professional support to the Principal/Deputy Principal and will have specific responsibility for school accounts, school database systems & office administration

Duties include but not limited to:

- Using data systems such as ESINET, P-POD, VSware, SAGE/Accounts software, managing online banking
- Invoice processing, filing, Preparing monthly accounts reports for the Board and annual accounts
- General office administration such as: managing all students files, timetabling, manage class list/timetable changes, create/manage school reports, create and return Túsla attendance reports, Trustee reports, entering all new staff and student details, managing communication with via email/text and covering reception.

Key competencies required:

Excellent organisation, communications skills and confidentiality

Excellent computer skills and knowledge of MS Office

High level of accuracy

Ability to work on own initiative and as part of a team

Knowledge of MIS (VSware) an advantage

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: 63730S
Apply To: office@cnocmhuireganard.ie
County: Longford
Enquiries To: office@cnocmhuireganard.ie
Website: <https://www.cnocmhuireganard.ie>

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