

ADVERT ID 178257

Secretary

St Pius X NS

Ballacolla Laois R32H211
<https://naomhpixns.com/>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Aug 11 2022 13:16:34
Application Closing Date: Fri Aug 19 2022
Commencement Date: Thu Sep 1 2022
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 3
Current Enrolment: 44
Droichead school: No

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: St. Pius X N.S. invites applicants for the position of part-time school secretary. The position is for 8 hours per school week.

- The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The position is subject to a 6 month probationary period and satisfactory Garda Vetting.

Responsibilities include but are not limited to:

- Maintaining school data bases including the Online Claims System (OLCS and POD systems) and managing school accounts.
 - Liaising with representatives of school service providers, suppliers and visitors.
- General office administration tasks. The ability to assist the school principal with the daily administration tasks and meeting requests and scheduling events etc.

The candidate will demonstrate:

- Excellent interpersonal and communication skills.
 - A high level of proficiency in ICT in the use of Google Drive and use of Microsoft Office, especially Excel and Word.
 - Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.
- Knowledge of GDPR requirements.
- A high level of confidentiality and discretion.
 - Experience of basic financial systems (FSSU and ROS) is desirable.

The position is subject to garda vetting.
Application by e-mail to stpiusxballacolla@gmail.com

Applications must be received by 12 noon on Friday
the 19th August 2022.

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: 18433H
Apply To: stpiusxballacolla@gmail.com
County: Laois
Enquiries To: stpiusxballacolla@gmail.com
Website: <https://naomhpiusxns.com/>

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