

ADVERT ID 181288

## Secretary / Administrator

St Kieran's College

### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Fri Sep 23 2022 16:24:14
<b>Application Closing Date:</b>	Fri Oct 7 2022
<b>Commencement Date:</b>	Mon Oct 17 2022
<b>Status of Post:</b>	Fixed-term
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	40



### POST DETAILS

**Additional Information:** The Board of Management of St Kieran's College Secondary School, Kilkenny invites applications for the position of Secretary consisting of 40 working hours per week. This school secretarial position is subject to the terms and conditions as set out in DES circular letter 0036/2022.

The ideal candidate should have:

- Recognised Qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment
- Excellent administrative and organisational skills
- Ensure good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills
- A high level of proficiency in I.T.
- A familiarity of working with online databases as well as a knowledge of GDPR & Data Protection requirements
- The ability and willingness to work closely with the Senior Leadership Team
- Ability and willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality

Application consisting of a CV and a Cover Letter by post to:  
The Secretary of The Board of Management  
St Kieran's College Secondary School,  
College Road,  
Kilkenny.

### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 61560J  
**Apply To:** The Secretary of The Board of Management  
St Kieran's College Secondary School,  
College Road,  
Kilkenny.  
**County:** Kilkenny  
**Enquiries To:** [recruitment@stkieranscollege.ie](mailto:recruitment@stkieranscollege.ie)

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