

ID FÃ©GRA 181288

RÃ©naÃ© / RiarthÃ©ir

St Kieran's College

College Road Kilkenny R95Y99T



PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Iarbhunscoil
DÃ©ita PostÃ©ilte:	Aoine MFÃ©mh 23 2022
SpriocdhÃ©ita le haghaidh Iarratas:	Aoine DFÃ©mh 7 2022
DÃ©ita Tosaithe:	Luan DFÃ©mh 17 2022
StÃ©idas an Phoist:	TÃ©arma Seasta
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	40

SONRAÃ© AN PHOIST

Eolas Breise:

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:

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

RIACHTANAIS IARRATAIS

- CV (Ceangailte)
- Litir Iarratais
- Tagairt (scr  ofa)
- C   p de Theastais, Diopl  ma, C   imeanna

Is f   idir iarratais a chur isteach tr  

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOL  NTAS SEO

Uimhir Rolla:	61560J
Cuir Iarratas Chuig:	The Secretary of The Board of Management St Kieran's College Secondary School, College Road, Kilkenny.
Contae:	Cill Chainnigh
Ceisteanna Chuig:	recruitment@stkieranscollege.ie

Is ag IPPN at  j an c    pcheart i dtaca leis an fhaisn   is san fh   gra seo agus d   anann IPPN    a chead   n    le haghaidh      jide ag cuardaitheoir   post amh   jin. N   f   idir an fhaisn   is at  j ann a   osl   d   il, a ch    pe   il n  j a       id chun cr   cha ar bith eile, lena n-   ir  tear a macasamhl    ar shu   mhanna gr   as   jin earca   ochta agus f   gra   ochta eile, gan cead sainr   ite i scr   bhinn a fh    il roimh r        IPPN.