

ADVERT ID 185917

Secretary

SN MhuireFeakle Feakle V94 R8Y1

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Feb 2 2023 12:04:58
Application Closing Date: Fri Feb 10 2023
Commencement Date: Mon Feb 20 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Patronage: Catholic
Total No. of Teaching Staff: 4
Current Enrolment: 67

POST DETAILS

Additional Information: 10 hours per week (subject to change)

The successful candidate will be flexible, committed and possess;

- Administrative skills to support the management of school finances
- General office/administrative experience
- Excellent typing skills with proficiency in Microsoft Applications, to include Word, Excel and Outlook
- Excellent organisational, interpersonal along with oral and written communication skills
- Experience of front office telecommunications
- Ability to work under pressure and achieve deadlines
- Ability to plan and work on own initiative, along with the ability to work in a team environment with Principal and other school staff.
- Confidentiality

Familiarity with GDPR

Familiarity with the Aladdin and POD systems would be desirable.

Experience with accounting would also be desirable.

Please type "Secretary Application" in the email subject box. Thank you.

Applications to be received by 3pm on application closing date.

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: 02439G

Apply To: feaklensjobapplications@gmail.com

Applications to be received by 3pm on application closing date.

County: Clare

Enquiries To: 061 924 116 or 086 894 2720

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