

ADVERT ID 185917

## Secretary

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### SN Mhuire

Feakle Feakle V94 R8Y1

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#### 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

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#### SCHOOL DETAILS

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

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#### 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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