

ADVERT ID 203630

Secretary

Ardlios NS

Arles NS Arles, Ballickmoyler, via Carlow R93HY62
<https://www.arlesnationalschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Sep 29 2023 10:42:05
Application Closing Date: Fri Oct 13 2023
Commencement Date: Mon Oct 23 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 4
Current Enrolment: 47
Droichead school: Yes

POST DETAILS

Additional Information:

Arles National School is seeking to employ an enthusiastic, hard-working and flexible secretary. This is a part-time position for 6 hours per week (over 3 days).

The successful candidate will have experience in office management and administration. The suitable candidate will work under the direction of the Principal. The suitable candidate will be an integral part of the school community and will work in the school office in a welcoming, professional, discrete and confidential manner.

Responsibilities include but are not limited to:

- General secretarial and administrative duties consistent with the role of School Secretary.
- Experience and knowledge in the use of Microsoft Office.
- Managing school correspondence.
- Handling sensitive data with confidentiality.
- Knowledge of data protection responsibilities.
- Adhering to school policies and guidelines.
- Maintenance of school and office supplies.
- Liaising with representatives of service providers, school users and visitors.
- Working in close co-operation with Principal, Deputy Principal and staff.
- Co-ordination of internal communications (post, telephone messages, email etc.)
- Maintaining records of school finances and knowledge of FSSU Guidelines.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

This position is subject to a probationary period.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18532J

Apply To:
Chairperson of BOM
Arles NS
Arles,
Ballickmoyler,
County Laois .
via Carlow
R93HY62

County: Laois

Enquiries To: principal@arlesnationalschool.ie

Website: <https://www.arlesnationalschool.ie>

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