

ADVERT ID 211225

Secretary / Administrator

Christ King Girls' Secondary School

Half Moon Lane South Douglas Road Cork T12 R22C

<https://www.christkingschool.com>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Sat Apr 20 2024
Application Closing Date:	Thu May 2 2024
Commencement Date:	Tue Jun 4 2024
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	14

SCHOOL DETAILS

School Type:	Voluntary Secondary School
Current Enrolment:	780

POST DETAILS

Additional Information:

The Board of Management of Christ King Girls' Secondary School seeks an enthusiastic School Secretary who enjoys working with students. The position is for two days (14 hours) per week

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communication skills

Administrative skills to support the management of school finances

Good IT skills

Ability to plan and work on one's initiative along with the ability to work in a team environment with school leadership and other school staff

A high level of confidentiality and discretion is expected.

They will undertake duties of the role as decided by the Principal and/or the Board of Management, which include but are not limited to:

Act as the first point of contact for visitors to the school.

Managing school communications: phone, email, the Online Claims System (OLCS) and the Post Primary Online Database (PPOD) etc.

Updating, managing and storing school records in compliance with GDPR.

General school administration and office management.

Procurement of resources for identified areas of the school.

Assisting with the organisation of school events and activities.

Previous School Secretary experience is desirable but not essential as training will be provided.

A Panel of suitable applicants may be set up to fill vacancies that may arise within this school year.

Canvassing will disqualify.

Salary is as per Dept of Education circular 0038/2024

The position is subject to a 6-month probationary period and satisfactory Garda Vetting.

The Board of Management of Christ King Girls' Secondary School is an equal opportunities employer.

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: 62692I
Apply To: Half Moon Lane
South Douglas Road
Cork
T12 R22C
County: Cork
Enquiries To: vacancies@christkingschool.com
Website: <https://www.christkingschool.com>
Further Information: <https://www.christkingschool.com>

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