

ADVERT ID 212075

Secretary / Administrator

CBS Secondary School Kilkenny

James's St Kilkenny R95H985
<https://www.cbsskilkenny.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Apr 30 2024
Application Closing Date: Wed May 15 2024
Commencement Date: Mon Jun 10 2024
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Voluntary Secondary School

POST DETAILS

Additional Information:

The Board of Management of CBS Secondary School Kilkenny invites applications for the position of School Secretary (FullTime) consisting of 37 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 will have/demonstrate:

- Recognised Qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment
- Excellent administrative and organisational skills
- Excellent record-keeping skills
- Excellent interpersonal skills, including oral and written communication skills
- A high level of proficiency in IT
- Very good familiarity with online databases and good knowledge of GDPR
- Ability and willingness to work closely with the Senior Management Team
- Ability and willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors
- Respect for the Catholic Ethos of the school
- Complete confidentiality at all times.

Application consists of a CV and Reference Contact Details by post/email to:

office@cbsskilkenny.ie
(Use "Secretarial Role Full Time " as the email subject)

and/or

(Mark the envelope "Secretarial Role Full Time")
Secretary of Board of Management
CBS Secondary School Kilkenny
James's St

Kilkenny
R95H985

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 61550g
Apply To: James's St
Kilkenny
R95H985
County: Kilkenny
Enquiries To: office@cbskilkenny.ie
Website: <https://www.cbskilkenny.ie>
Further Information: <https://cbskilkenny.ie>

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