

ADVERT ID 212106

## Secretary / Administrator

### CBS Secondary School Kilkenny

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

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Apr 30 2024 19:04:30  
**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:** 17.5

#### 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 (Part-Time), consisting of 17.5 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@cbaskilkenny.ie  
(Use "Secretarial Role Part Time " as the email subject)

and/or

(Mark the envelope "Secretarial Role Part 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](mailto:office@cbskilkenny.ie)  
**Website:** <https://www.cbskilkenny.ie>  
**Further Information:** <https://cbskilkenny.ie>

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