ADVERT ID 224102

Secretary / Administrator

CBS Thurles

Rossa St Thurles E41HX75
https://www.cbsthurles.ie

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Sun Sep 1 2024
Application Closing Date:	Fri Sep 13 2024
Commencement Date:	Fri Sep 20 2024
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	18

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Boys
Current Enrolment:	550
Droichead school:	Yes

POST DETAILS

Additional Information:
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Applications are invited for the position of school Secretary/Administrator. Please submit your CV by 4pm, Friday 13th September 2024 to principal@cbsthurles.ie. Your CV should include qualifications,
relevant experience and skills/competencies. Please include two recent, written references.
Shortlisting may apply and canvassing will disqualify.
Only shortlisted candidates will be contacted. Garda Vetting will apply.
Sample Duties include:
• Using data systems such as P-POD, OLCS and VSware
• General office administration
• Dealing with queries from parents, teachers and visitors to the school.
Key Competencies required:
•• Excellent communication and organisation skills
• Excellent office skills, IT skills and knowledge of MS Office
• Ability to work on own initiative and to work as a member of a team
• Understanding of the importance of confidentiality and discretion
• Willingness to engage in appropriate training essential
The successful candidate must be student-friendly with a commitment to the school's ethos and ERST core values. The person will have highly developed interpersonal skills, be very organised, adaptable, and have a demonstrated proficiency in IT school and office computer software. He/she will be GDPR aware, be committed to supporting the Principal and the BOM and understand that confidentiality and discretion are key for this role.
This position is initially a part-time position. The working hours (approx. 18 hours per week) may be adjusted over time.
The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection and GDPR training.
The employing body will be the Board of Management of CBS Thurles, Rossa Street, Thurles.
A detailed job specification and full list of duties can be viewed on the school website www.cbsthurles.ie under Job Vacancies.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	65450W
Apply To:	The Principal, CBS Thurles, Rossa St Thurles E41HX75
County:	Tipperary
Enquiries To:	principal@cbsthurles.ie
Website:	https://www.cbsthurles.ie
Further Information:	https://cbsthurles.ie/vacancies/

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