

ADVERT ID 225436

## Secretary / Administrator

### St. Brendan's Community School

Cappaneale Birr R42KN92

<https://www.stbrendanscsbirr.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Sep 30 2024  
**Application Closing Date:** Fri Oct 18 2024  
**Status of Post:** RPT Contract  
**Number of Vacancies:** 1  
**Number of hours per week:** 32

#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 847

#### POST DETAILS

**Additional Information:**

Additional Information:

Secretary/Administrator

Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders and answering calls

Maintains financial database records

Sorts and distributes incoming mail

Types correspondence, meeting notes and forms among other document

Photocopies, scans and files appropriate documents

Edits documents for accuracy

Maintains accurate records and enters data

Assists with organising events when necessary

Signs for delivered packages and distributes them to the appropriate recipient

Orders supplies

Engages in educational opportunities as needed

Performs additional duties when required, including drafting brochures and organising the filing system.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 91491L  
**Apply To:** The Secretary  
Board of Management  
St Brendan's Community School  
Cappaneale  
Birr Co Offaly  
R42KN92  
**County:** Offaly  
**Website:** <https://www.stbrendanscsbirr.ie>

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