

ADVERT ID 226716

Secretary

Scoil Mhuire

Kilvemnon Mullinahone Thurles E41NR76

<https://www.scoilmhuirekilvemnon.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Oct 23 2024
Application Closing Date: Wed Nov 6 2024
Commencement Date: Mon Nov 18 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 3
Current Enrolment: 32
Droichead school: Yes

POST DETAILS

Additional Information:

This a part time position - 17 hours per week

The successful candidate will have:

- Recognised qualifications/ experience
- A commitment to maintaining confidentiality
- Excellent interpersonal skills, including oral and written communication skills
- Competency and administrative skills to support the maintenance of school financial accounts, including wages, budgets, on line payment systems – Way2Pay
- Accounting experience desirable
- Proficiency in Microsoft applications including Word and Excel
- Ability and willingness to plan and work on own initiative and show flexibility consistent with the nature of the job
- Ability to work in a team environment with Principal and all other school staff
- Familiarity with GDPR and Data Protection and the implementation of same
- Familiarity of working with online school databases, Aladdin, OLCS and Primary Online Database (POD) is desirable.
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment would be desirable
- Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors
- Be required to comply with national vetting requirements

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18459C
Apply To: Secretary Application
Chairperson of the Board of Management
Scoil Mhuire
Kilvemnon
Mullinahone
Thurles
E41NR76
County: Tipperary
Enquiries To: principalkilvemnon@gmail.com
Website: <https://www.scoilmhuirekilvemnon.ie>

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