

ADVERT ID 228878

## Secretary

### Holy Cross Mercy NS

New Road, Killarney V93A096  
<https://www.mercyholycross.ie>



#### MAIN DETAILS

|                           |                         |
|---------------------------|-------------------------|
| Status:                   | Deactivated             |
| Level:                    | Primary                 |
| Date Posted:              | Wed Jan 8 2025 11:19:48 |
| Application Closing Date: | Mon Jan 20 2025         |
| Commencement Date:        | Mon Feb 10 2025         |
| Status of Post:           | Part-Time               |
| Number of Vacancies:      | 1                       |

#### SCHOOL DETAILS

|                              |                                 |
|------------------------------|---------------------------------|
| School Type:                 | Mainstream with Special Classes |
| School Structure:            | Vertical                        |
| Gender:                      | Girls with Infant Boys          |
| School Patronage:            | Catholic                        |
| Total No. of Teaching Staff: | 32                              |
| Current Enrolment:           | 374                             |
| Droichead school:            | Yes                             |

#### POST DETAILS

##### Additional Information:

The Board of Management of Holy Cross Mercy School invites applications for the position of a part-time school secretary. This role will be for 3 days per week, consisting of approximately 22 working hours.

The ideal candidate should have:

- recognised qualifications with experience of operating in a busy office environment
- excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies
- excellent interpersonal skills, including oral and written communication skills
- a high level of proficiency in I.T. and in the use of Microsoft Applications including Word & Excel
- administrative skills to support the management of school finances
- a knowledge of GDPR and Data Protection requirements
- the ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.
- a willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job
- respect for the Catholic ethos of the school at all times and a commitment to maintaining confidentiality

#### APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 19487M

**Apply To:** (Please clearly write APPLICATION on the envelope.)

The Chairperson,  
Board of Management,  
Holy Cross Mercy School,  
New Road,  
Killarney,  
Co. Kerry  
V93A096

**County:** Kerry

**Enquiries To:** [principal@mercyholycross.ie](mailto:principal@mercyholycross.ie)

**Website:** <https://www.mercyholycross.ie>

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