

ADVERT ID 240908

Secretary

Faha NS

Faha Killarney v93xh79
<https://www.fahans.com>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Jul 11 2025
Application Closing Date:	Thu Jul 24 2025
Commencement Date:	Mon Aug 18 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	15
Current Enrolment:	227
Droichead school:	Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The BOM of Faha NS invites applications for the position of school secretary. This is a part-time position (initially 23 hours) and is subject to the Department of Education Circular 36/2022: "Revision of Salaries and Annual Leave Arrangements for School Secretaries".

Essential Skills and Knowledge required:

- >Reliability, trustworthiness and strict adherence to confidentiality in all areas of work
- >Excellent interpersonal and communication skills (both oral and written)
- >High level of administrative and secretarial skills
- >Excellent organisational skills, ensuring good record-keeping, filing (manually and electronically)
- >Excellent IT skills and attention to detail, including proficiency in Microsoft Office, word processing, Publisher, Excel, PowerPoint, other online applications and email
- >Ability to prioritise and to multitask as this is a demanding role
- >Ability to work and plan efficiently on their own initiative while working to deadlines
- >Ability to work as part of a team

Highly desirable:

- >Knowledge of operating and maintaining of online banking, accounts packages and payments systems
- >Meticulous organisation, maintenance and updating of school databases and filing systems to include Aladdin, OLCS, POD, Payroll, etc.

This list is not exhaustive and the successful candidate will need to be flexible and adaptable to meet the needs of the school and the changing nature of the role.

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:	11405N
Apply To:	Faha Killarney v93xh79
County:	Kerry
Enquiries To:	info@fahans.com
Website:	https://www.fahans.com

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