

ADVERT ID 96233 \*

## Secretary

### Shellybanks ETNS

Chairperson Address: recruitment@shellybanksetns.ie

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu Nov 16 2017
<b>Application Closing Date:</b>	Thu Nov 30 2017
<b>Commencement Date:</b>	Mon Dec 4 2017
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Educate Together
<b>Total number of staff:</b>	12
<b>Current Enrolment:</b>	194

#### POST DETAILS

##### Additional Information:

The successful candidate would preferably have strong secretarial experience in a primary school setting. The successful candidate will work under the direction of the principal. Candidates should be highly-motivated with the ability to perform numerous general office and receptionist duties. They must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative. Candidates must have a friendly, approachable and pleasant manner as the first point of contact to the school.

Candidates should also display/have:

- a proven ability to work in a flexible team environment.
  - knowledge of financial management, record keeping, and/or payroll software.
  - a high level of competency with IT and specific school software programmes, e.g.aladdin
  - awareness of the importance of confidentiality and discretion
- application by email only

Shellybanks ETNS is looking to recruit a secretary for our developing school.

We are currently based in Ballsbridge.  
Work Hours: Monday- Friday, 8.30-2.30

Immediate start

We are developing Educate Together school and we are looking for an energetic, friendly secretary to join our hard working staff.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20441S  
**Apply To:** Chairperson  
Address:  
recruitment@shellybanksetns.ie  
**County:** Dublin  
**Email Address:** [recruitment@shellybanksetns.ie](mailto:recruitment@shellybanksetns.ie)  
**Phone:**

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