

ADVERT ID 164404

Secretary

Catherine McAuley NS

Ashbourne Avenue South Circular Road Limerick V94AW98

<http://www.cmcauley.ie/>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Dec 31 2021 11:03:26
Application Closing Date:	Fri Jan 21 2022
Commencement Date:	Tue Mar 1 2022
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	32
Current Enrolment:	270
Droichead school:	Yes

POST DETAILS

Additional Information:

The successful candidate will have:

- excellent interpersonal and communication skills
 - administrative skills to support the management of school.
 - proficiency in Microsoft Applications including Word & Excel
 - excellent organisational, oral and written communication skills
 - ability to plan and work on own initiative along with the ability to work in a team environment, with Principal and other school staff
 - previous secretarial experience desirable
 - be required to comply with national vetting requirements
 - Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
 - Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
 - A familiarity of working with on line school databases (e.g. Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements.
 - The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
 - The willingness to plan and work efficiently, on own initiative and show flexibility consistent with the nature of the job.
 - Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- An ability to maintain confidentiality and professionalism.

This is a permanent fulltime position of 39 hours per week over 5 days, Monday to Friday with normal annual holidays to be taken when the school is closed. This position is subject to a 10 month probationary period and satisfactory Garda Vetting. This post commences on 1/3/21.

Please use "Secretary Application" on the envelope. Terms and remuneration negotiable with successful candidate.

APPLICATION REQUIREMENTS

- Letter of Application
- 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: 186921
Apply To: The Chariperson
Catherine McAuley Special School
Ashbourne Avenue
South Circular Road
Limerick
V94AW98
County: Limerick
Enquiries To: gbrowne@cmcauley.ie
061 228281
Website: <http://www.cmcauley.ie/>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.