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:	18692I
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/

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