

ADVERT ID 164784

Secretary / Administrator

St. Mary's Secondary School

Ashe Road Nenagh

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri Jan 14 2022 11:35:29
Application Closing Date:	Fri Jan 28 2022
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	20

SCHOOL DETAILS

School Type:	Secondary School
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POST DETAILS

Additional Information:	<p>Part-Time School Secretary</p> <p>The Board of Management of St. Mary's Secondary School Nenagh invites applications for the position of part-time School Secretary. Hours are approximately 4 hours per day, Monday to Friday (Term-Time). Flexibility may be required at other times to support school events/activities outside term time and set days.</p> <p>Personal Qualities</p> <p>The successful candidate will demonstrate the following personal qualities:</p> <ul style="list-style-type: none">• Excellent interpersonal skills and ability to deal with all members of the school community.• Ability to work on own initiative but also to work as part of a team.• Reliable, trustworthy and aware of the need to maintain confidentiality in all aspects of the work.• Flexible and able to adapt easily to the needs of the school. <p>Skills & Experience</p> <p>Essential Skills:</p> <ul style="list-style-type: none">• Administrative skills and general office experience.• Proficiency in Microsoft applications to include Word and Excel and have excellent typing skills.• Experience in operating a busy reception/front office environment.• Experience in SAGE and Thesaurus packages.• Excellent oral and written communication skills.• Excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies.
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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: 65380E
Apply To: Secretary Board of Management
St Mary's Secondary School
Ashe Road
Nenagh
Co. Tipperary
County: Tipperary
Enquiries To: admin@stmarysnenagh.ie
067 31450

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