



SCHOOL SECRETARY

required for Ahane National School, Laught, Lisnagry, Co. Limerick.

30 hours a week (6 hours per day, 5 days per week), coinciding with the school calendar. The successful candidate will have experience in office management and administration. The successful candidate will be an integral part of the school community and will manage the Office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to organising, maintaining and updating school databases and filing systems, managing school correspondence in conjunction with the Principal, maintenance of school office supplies, maintenance and filing of all documentation, maintaining records of all leave taken by school staff, liaising with representatives of school service providers, suppliers, school users and visitors, working in close co-operation with the Principal and teaching staff and performing work requested by them.

Skills and knowledge required include excellent interpersonal and organisational skills, confidentiality and professionalism, excellent communication skills (both verbal and written), excellent typing and IT skills, a high level of proficiency in ICT and the use of Microsoft Office, ability to plan and work efficiently and on own initiative, working to a deadline and showing flexibility consistent with the nature of the job, experience of operating database platforms such as Online Claims Systems (OLCS) and Pupil Online Data (POD).

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child Protection Training and Covid 19 related online training. This position is subject to a 6 month probationary period. Induction training will be facilitated.

Applications by post to include cover letter, copy of certificates, diplomas and CV, with two referees to Chairperson, Ahane National School Board of Management, Laught, Lisnagry, Co. Limerick. Please mark envelopes "Secretary Application"

The closing date for the receipt of applications is 5pm on Tuesday 6th July 2021.