

**School Secretary School Secretary required for Clonenagh NS, Mountrath, Co Laois for 12 hours over 2 days.**

**The successful candidate will have:**

- Excellent interpersonal and communication skills
- Administrative skills to support the management of school finances
- Accounting experience desirable
- Proficiency in Microsoft Applications including Word & Excel
- Proficiency in Aladdin.
- 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
- Familiarity with GDPR
- Familiarity with POD would be desirable
- Previous secretarial experience desirable
- Be required to comply with national vetting requirements

To apply for the position, send a CV and letter of application, including the names, roles and contact details of three referees, by email/post to the address above or [clonenaghns@gmail.com](mailto:clonenaghns@gmail.com).

Please write "Secretary Application" in subject bar/on the outside of the envelope. Closing Date for application: 30<sup>th</sup> August 2022 @ noon. Recommended 7 days' notice for the closing date from the date of posting the advert and 5 days' notice for interview.