

School Secretary

School Secretary required for **School Name and Address**

(X hours per week over X 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
- 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 (include details)

Please write "Secretary Application" in subject bar/on the outside of the envelope.

Closing Date for application: Date/Month @ noon.

Recommended 7 days' notice for the closing date from the date of posting the advert and 5 days' notice for interview.