

ID FÃ©GRA 164928

## RÃ©naÃ©

### Scoil Mhuire Naofa

Longford Road, Carrigallen, H12 HK79.  
<https://www.scoilmhuirecarrigallen.ie>



#### PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	DÃ©ar Ean 20 2022
SpriocdhÃ©ta le haghaidh larratas:	Aoine Feabh 11 2022
DÃ©ta Tosaithe:	Luan MÃ©rta 21 2022
StÃ©idas an Phoist:	TÃ©arma Seasta
LÃ©on na bhFolÃ©ntas:	1

#### SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruith le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
RangÃ©:	DEIS Tuaithe
LÃ©on lomiÃ©n na mBall	18
Foirne MÃ©nteoireachta:	176
Rolla Reatha:	TÃ©
Scoil Droichead:	

#### SONRAÃ© AN PHOIST

##### Eolas Breise:

The successful candidate should have:

- Ã© Excellent interpersonal and communication skills
- Ã© Administrative skills to support the management of school.
- Ã© Proficiency in Microsoft Applications including Word & Excel
- Ã© Excellent organisational, oral and written communication skills
- Ã© An ability to plan and work on own initiative along with the ability to work in a team environment with the principal and other school staff
- Ã© Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centered environment (desirable)
- Ã© Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Ã© 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.
- Ã© The ability to assist the principal with the daily administration tasks, meeting requests and scheduling of events etc.
- Ã© The willingness to plan and work efficiently off own initiative and show flexibility consistent with the nature of the job.
- Ã© 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 and upskill where necessary.

This is a Fixed Term fulltime position of 20 hours per week (Monday to Friday from (9 am to 1pm) with normal annual holidays to be taken when the school is closed. The successful candidate will work alongside the current secretary for 2 weeks for induction (if required).

The Board of Management will be increasing the hours before September 2022 to 25 hours per week (9 am to 2 pm) as the school continues to grow. This position is subject to a 6-month probationary period and satisfactory Garda Vetting. Please note that there is flexibility around the start date.

Please use "Secretary Application" on the envelope or email subject line.

#### RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÃ©iteoirÃ© (ainm, rÃ©, uimhir theagmhÃ©la.)
- CÃ©ip de Theastais, DioplÃ©maÃ©, CÃ©imeanna
- CV (CeanglÃ©ir Neamhcheangailte/SleamhnÃ©in)

#### Is fÃ©idir iarratais a chur isteach trÃ©

- RÃ©omhphost
- Litir

#### CUIR IARRATAS ISTEACH AR AN bhFOLÃ©NTAS SEO

<b>Uimhir Rolla:</b>	16474L
<b>Cuir Iarratas Chuig:</b>	FAO The Chairperson, Scoil Mhuire Naofa, Longford Road, Carrigallen, Co. Leitrim, H12 HK79.
<b>Contae:</b>	Liatroim
<b>Ceisteanna Chuig:</b>	<a href="mailto:Interviews@carrigallenns.ie">Interviews@carrigallenns.ie</a> (049) 4339929
<b>SuÃ©omh GrÃ©asÃ©in:</b>	<a href="https://www.scoilmhuirecarrigallen.ie">https://www.scoilmhuirecarrigallen.ie</a>

Is ag IPPN atÃ© an cÃ©ipcheart i dtaca leis an fhaisnÃ©is san fhÃ©gra seo agus dÃ©anann IPPN Ã© a cheadÃ©nÃ© le haghaidh Ã©sÃ©ide ag cuardaitheoirÃ© post amhÃ©in. NÃ© fÃ©idir an fhaisnÃ©is atÃ© ann a Ã©oslÃ©dÃ©il, a chÃ©ipeÃ©il nÃ© a Ã©sÃ©id chun crÃ©ocha ar bith eile, lena n-Ã©irÃ©tear a macasamhlÃ© ar shuÃ©mhanna grÃ©asÃ©in earcaÃ©ochta agus fÃ©graÃ©ochta eile, gan cead sainrÃ©ite i scrÃ©bhinn a fhÃ©il roimh rÃ© Ã© IPPN.