

ID FÃ©GRA 174996

RÃ©naÃ©

All Saints National School, Doohamlet

Doohamlet Castleblaney A75YV07

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ita PostÃ©ilte:	DÃ©ar Meith 30 2022
SpriocdhÃ©ita le haghaidh Iarratas:	Luan IÃ©il 18 2022
DÃ©ita Tosaithe:	MÃ©irt LÃ©n 30 2022
StÃ©idas an Phoist:	TÃ©arma Seasta
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©l Scoile:	PrÃ©omhshruth le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall	11
Foirne MÃ©inteoireachta:	149
Rolla Reatha:	TÃ©
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al IarratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfad teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ita a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

The Board of Management of All Saints' National School, Doohamlet, invites applications for the position of School Secretary.

The Successful applicant will require:

Excellent skills in word processing and data;

Competency in maintaining financial accounts, computerised account packages/ payroll;

Relevant secretarial / office management experience is very desirable;

Excellent communication, interpersonal & organisational skills.

Letter of Application, CV and referees (name, role , contact no.) to be sent to :

Chairperson, C/O Principal Fiona Gallagher, All Saints' National School, Doohamlet, Castleblaney, Co. Monaghan. A75 YV07 or via email to office@doohamletns.com (Subject line: Secretary Application).

Closing Date: Monday 18th July @5pm

Shortlisting will apply. Position subject to Garda Vetting. Initial position will be Monday - Friday, 20 hours per week academic year. Candidates must be willing to work a number of weeks during July/August.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbhá Reachtáil bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fáidir iarratais a chur isteach trá

- Ráomhphost
- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

Uimhir Rolla:	06117E
Cuir Iarratas Chuig:	Doohamlet Castleblaney A75YV07
Contae:	Muineacháin
Ceisteanna Chuig:	office@doohamletns.com 042 9741498

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadáil le haghaidh áisáide ag cuardaitheoir post amháin. Ní fáidir an fhaisnéis atá ann a áosláil, a cháipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.