

ID FÃ©GRA 191596

## RÃºnaÃ

## Monagea NS

Monagea Co Limerick Newcastle West V42VW74  
<https://www.monageans.com>

## PRÃ©OMHSHONRAÃ

StÃ¡das:	DÃghnÃomhaithe
LeibhÃal:	Bunscoil
DÃ¡ta PostÃilte:	DÃ©ar Beal 11 2023
SpriocdhÃ¡ta le haghaidh larratas:	Aoine Beal 26 2023
DÃ¡ta Tosaithe:	Luan LÃºn 21 2023
StÃ¡das an Phoist:	Buan
LÃºn na bhFolÃºntas:	1

## SONRAÃ SCOILE

CineÃil Scoile:	PrÃomhshruith le Ranganna Speisialta
StruchtÃºr na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃitrÃºnacht na Scoile:	Caitliceach
LÃºn IomlÃºin na mBall	15
Foirne MÃºinteoireachta:	
Rolla Reatha:	215
Scoil Droichead:	TÃ

## SONRAÃ AN PHOIST

## Eolas Breise:

Monagea NS - IS SEEKING TO RECRUIT A FULL TIME SCHOOL SECRETARY.

The School Secretary will work in close cooperation with the Principal, Staff, Board of Management, and the Parents' Association and will uphold the ethos of the school.

## EXPERIENCE AND SKILLS

The successful candidate will have:

- Recognised qualifications/ experience
- A commitment to maintaining confidentiality
- Excellent interpersonal skills, including oral and written communication skills
- Competency and administrative skills to support the maintenance of school financial accounts, including wages, budgets, on line payment systems
- Proficiency in Microsoft applications including Word and Excel
- Ability and willingness to plan and work on own initiative and show flexibility consistent with the nature of the job
- Ability to work in a team environment with Principal and all other school staff
- Familiarity with GDPR and Data Protection and the implementation of same
- Familiarity of working with online school databases, Aladdin, OLCS and Primary Online Database (POD) would be desirable but not essential (training provided)
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment would be desirable
- Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors

- Be required to comply with national vetting requirements  
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Working Hours and Salary:

- The secretary will start on the first point of the salary scale as introduced by the Department of Education, details and terms and conditions of which can be found in Circular 36/2022.

- Additional hours during holiday periods as required by the school principal /Board of Management

This position is subject to a six month probationary period.

Status of post: full time

The appointment is subject to Garda Vetting & the successful candidate will be required to undertake Tusla Child Protection Training along with any other training deemed necessary by the Board of Management of the school.

The post commences 21st August and candidate must be available for 3 days handover in June.

Please email applications to [secretaryrecruitment@monageans.net](mailto:secretaryrecruitment@monageans.net) by 5pm 26/05/23.

## RIACHTANAIS IARRATAIS

- [TÃ¡ sÃ© riachtanach go mbeadh DearbhÃ° ReachtÃ°il bailÃ° ag an duine a cheapfar agus go gcomhlÃ°nÃ°dh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- RÃ©iteoirÃ° (ainm, rÃ©, uimhir theagmhÃ°la.)
- CV (Digiteach)

Is fÃ©idir iarratais a chur isteach trÃ°

- RÃ°mhphost

## CUIR IARRATAS ISTEACH AR AN bhFOLÃ°NTAS SEO

<b>Uimhir Rolla:</b>	09401Q
<b>Cuir Iarratas Chuig:</b>	Monagea Co Limerick Newcastle West V42VW74
<b>Contae:</b>	Luimneach
<b>Ceisteanna Chuig:</b>	<a href="mailto:office@monageans.net">office@monageans.net</a>
<b>SuÃ°mh GrÃ°asÃ°in:</b>	<a href="https://www.monageans.com">https://www.monageans.com</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°jide 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°jid chun crÃ°ocha ar bith eile, lena n-Ã°jirÃ°tear a macasamhlÃ° ar shuÃ°mhanna grÃ°asÃ°in earcaÃ°ochta agus fÃ°graÃ°ochta eile, gan cead sainrÃ°jite i scrÃ°bhinn a fhÃ°il roimh rÃ© Ã° IPPN.