

ID FÃ©GRA 194153

## RÃ©naÃ©

## The Glebe NS

The Glebe NS Aughrim BALLINASLOE H53P959  
<https://www.theglebens.com>

## PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	MÃ©irt Beal 30 2023 11:56:46
SpriocdhÃ©ta le haghaidh larratas:	MÃ©irt Meith 13 2023
DÃ©ta Tosaithe:	CÃ©ad LÃ©n 30 2023
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

## SONRAÃ© SCOILE

CineÃ©l Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Eaglais na hÃ©ireann
LÃ©on lomiÃ©n na mBall	3
Foirne MÃ©inteoireachta:	
Rolla Reatha:	16
Scoil Droichead:	NÃ©i

## SONRAÃ© AN PHOIST

## PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta 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 Glebe NS, Aughrim, is a two teacher school under the patronage of the Church of Ireland. This post is for the position of part-time secretary for 2 days per week during term time and some periods when the school is closed.

Responsibilities of this role include but are not limited to:

- Ã© Working in close cooperation with the principal
- Ã© General secretarial and administrative duties
- Ã© Managing school correspondence
- Ã© Organising, maintaining, and updating school databases, records and filing systems in compliance with GDPR
- Ã© Acting as the first point of contact for all visitors to the school
- Ã© Updating information on the school website.
- Ã© Liaison with service providers and suppliers.
- Ã© Assisting with the organisation of school events and activities.

Essential skills/knowledge required:

- Ã© Excellent interpersonal and communication skills
- Ã© Confidentiality
- Ã© Proficiency in IT skills
- Ã© Experience of basic financial systems to enable maintenance of school finance

records

• Strong organisational skills

• Flexibility and ability to work as part of a team

• Ability to work effectively using own initiative

Desirable experience:

• Experience of operating databases such as OLCS, POD, and Aladdin Connect

• Knowledge of the administration of payroll (Thesaurus) and accounts.

Please note:

• The position is subject to current Garda Vetting requirements, MedMark Medical Clearance and a probationary period.

• The successful candidate will be required to undertake TUSLA child protection training.

• Secretaries recruited from 1st September 2022 are employed under the new terms set out in Circular 36/2022 – please familiarise yourself with this circular before applying and consult the circular for rates of pay for school secretaries which are now paid by the Department of Education & Skills. (The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as school secretary.)

• Only candidates shortlisted for interview will be contacted

• Please write ‘Secretary Application’ on the outside of the envelope.

## RIACHTANAIS IARRATAIS

• Litir Iarratais

• Ráiteoir (ainm, rár, uimhir theagmhíla.)

• Cáip de Theastais, Dioplóma, Cáimeanna

• CV (Ceanglár Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

• Litir

## CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

**Uimhir Rolla:** 15900U

**Cuir Iarratas Chuig:** Archdeacon John Godfrey,  
Chairperson of the Board of Management,  
The Glebe NS,  
Aughrim,  
Ballinasloe,  
Co. Galway.  
H53P959

**Contae:** Gaillimh

**Ceisteanna Chuig:** [info@theglebens.com](mailto:info@theglebens.com)

**Suíomh Grádasáin:** <https://www.theglebens.com>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá le haghaidh áisáide ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áoslá d'áil, a cháipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rár á IPPN.