

ID FÃ©GRA 208421

RÃ©naÃ©

St John's Girls' and Infant Boys' School

St John's Girls' and Infant Boys' School Cathedral Place Limerick Limerick V94T223
<https://www.stjohnslk.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Aoine Feabh 23 2024
SpriocdhÃ©ta le haghaidh larratas:	DÃ©ar MÃ©rta 21 2024
DÃ©ta Tosaithe:	Luan Aib 8 2024
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1
	Is athfhÃ©gra Ã© seo

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	CailÃ©nÃ© le BuachaillÃ© sna NaÃ©onÃ©jin
PÃ©itrÃ©nacht na Scoile:	Caitliceach
RangÃ©:	DEIS 1
LÃ©on IomlÃ©in na mBall	24
Foirne MÃ©nteoireachta:	225
Rolla Reatha:	TÃ©
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of St. John's Girls' and Infant Boys' School invites applications for the position of permanent school secretary consisting of 35 hours per week over 5 days.

This position will be subject to the terms of Department of Education and Skills Circulars and FAQ which are available on the Department of Education website <https://www.gov.ie/en/organisation/departments-of-education/> (e.g. Circular 36/2022 'Revision of Salaries and Annual Leave Arrangements for School Secretaries employed in recognised primary schools', Circular 0007/2024 'Leave Entitlements for School Secretaries employed in Recognised Primary Schools', FAQ guidance documents etc.).

The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner.

The successful candidate will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

This position is subject to a probationary period of 6 months.

This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA child protection training.

The ideal candidate should have:

• Recognised Qualifications

• Experience of operating in a busy office environment and/or secretarial experience working

in a child-centred environment.

- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Excellent interpersonal skills, including oral and written communication skills.
- Competency and administrative skills to support the maintenance of financial accounts, including wages, budgets, RCT, on line payment systems, procurement, monthly financial reports and financial regulatory compliance.
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications.
- A familiarity of working with online databases such as or like Aladdin, Primary Online Data Base system (POD) & Online Claims system (OLCS), as well as a knowledge of GDPR & Data Protection requirements.
- The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- Openness to learning new skills and taking on new challenges.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers etc.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality.

Please write "Secretary Application" on the envelope and post it to the postal address printed below.
Only those who are being called to interview will receive communication and it is intended that the invitations to interview will be issued within one week from the closing date.

RIACHTANAIS IARRATAIS

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

Is fíoridir iarratais a chur isteach tríd

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	06936R
Cuir Iarratas Chuig:	FAO The Chairperson St. John's Girls' and Infant Boys' School Cathedral Place Limerick V94T223
Contae:	Luimneach
Ceisteanna Chuig:	johnslimerick@gmail.com
Suíomh Grádasáin:	https://www.stjohnslk.ie

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. Níl fíoridir an fhaisnéis atá ann a áosdáil, a chéipeáil 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 ré á IPPN.