

ID FÃ©GRA 221875

RÃ©naÃ©

Tankerstown NS

Tankerstown Bansha Tipperary Town E34AP68
<https://www.tankerstownns.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©omhaithe
LeibhÃ©al: Bunscoil
DÃ©ita PostÃ©ilte: MÃ©irt LÃ©n 13 2024
SpriocdhÃ©ita le haghaidh larratas: MÃ©irt LÃ©n 20 2024
DÃ©ita Tosaithe: Luan MFÃ©mh 2 2024
StÃ©idas an Phoist: PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas: 1

SONRAÃ© SCOILE

CineÃ©il Scoile: PrÃ©omhshruth
StruchtÃ©r na Scoile: Ingearach
Inscne: Comhoideachas
PÃ©itrÃ©nacht na Scoile: Caitliceach
LÃ©on IomlÃ©in na mBall 6
Foirne MÃ©inteoireachta:
Rolla Reatha: 92
Scoil Droichead: TÃ©

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©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:

Tis is a part-time position of 18.5 hours per week.

The successful candidate will have:

- excellent, warm interpersonal and communication skills
- administrative skills to support the management of school finances
- accounting experience desirable
- proficiency in Microsoft Applications including Word/ Excel/ Publisher/ Canva
- excellent organisational, oral and written communication skills
- ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff
- familiarity with GDPR
- be familiar with organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems
- previous secretarial experience desirable
- be required to comply with national vetting requirements

To apply, please send the names, roles and contact details of three referees.

Please write 'Secretary Application' in subject bar.

Applications will be accepted up to 3pm on the closing date.

Only those called to interview will receive correspondence there after.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- CV (Digiteach)

Is fídir iarratais a chur isteach tr

- Rómhphost

CUIR IARRATAS ISTEACH AR AN bhFOLANTAS SEO

Uimhir Rolla: 19305D
Cuir Iarratas Chuig: tankerstownjobs@gmail.com
Contae: Tiobraid Árann
Suíomh Gráasáin: <https://www.tankerstownns.ie>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN a cheadó n le haghaidh ásjide ag cuardaitheoir post amháin. N fídir an fhaisnéis atá ann a áoslá dájil, a cháipeájil n a ásjid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaóchta agus fágraóchta eile, gan cead sainráite i scrábhinn a fháil roimh r á IPPN.