

ID FÃ©GRA 230043

RÃ°naÃ°

Galbally NS

Galbally NS, Galbally limerick 0000

PRÃ°OMHSHONRAÃ°

StÃ°das:	DÃ°ghnÃ°mhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	DÃ°ar Feabh 27 2025
SpriocdhÃ°ta le haghaidh larratas:	Luan MÃ°irta 10 2025
DÃ°ta Tosaithe:	MÃ°irt MÃ°irta 18 2025
StÃ°das an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°on lomlÃ°n na mBall Foirne MÃ°inteoireachta:	7

SONRAÃ° AN PHOIST

Eolas Breise:

Galbally NS, Galbally Co. Limerick is seeking an enthusiastic, hard-working Primary School Secretary.

Part-Time: 19 hours per week.

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the pay scale unless the candidate has previous work experience as a School Secretary.

The position is subject to 6 months probationary period and satisfactory Garda Vetting.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communication skills.

Administrative skills to support the management of school finances, correspondence and communications.

Proficiency in Microsoft Office.

Ability to plan and work on one's own initiative along with the ability to work with the school

Principal and manage the school office in a welcoming, professional and discreet manner.

A high level of Confidentiality and Discretion is expected.

Key Duties and Responsibilities include but are not limited to the following:

Act as the first point of contact for visitors to the school.

Managing school communications: phone, email, school website, Department of Education Databases, preparation of school accounts/payroll and tax returns, The Online Claims System (OLCS) and Primary Online Database, postage, banking etc.

Updating , managing and storing school records in compliance with GDPR.

General school administration and office management.

Assisting with the organisation of school events and activities.

-Please apply for the position by email and include a CV and a letter of application, including the names, roles and contact details of two references.

Please Note - Canvassing will disqualify.

RIACHTANAIS IARRATAIS

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

Is fáidir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

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Cuir Iarratas Chuig:	galballynsjobs@gmail.com
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Ceisteanna Chuig:	galballynsjobs@gmail.com

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 chéipeáil 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 rí IPPN.