

ID FÃ©GRA 234114

## RÃ°naÃ°

## St Marys NS

Collinstown Mullingar N91HEEE3  
<https://www.stmaryscollinstownns.ie/>

## PRÃ°OMHSHONRAÃ°

|                                    |                    |
|------------------------------------|--------------------|
| StÃ°idas:                          | DÃ°ghnÃ°omhaithe   |
| LeibhÃ°al:                         | Bunscoil           |
| DÃ°ta PostÃ°ilte:                  | Luan Beal 12 2025  |
| SpriocdhÃ°ta le haghaidh larratas: | Luan Beal 26 2025  |
| DÃ°ta Tosaithe:                    | CÃ°ad LÃ°n 27 2025 |
| StÃ°idas an Phoist:                | Buan               |
| LÃ°on na bhFolÃ°ntas:              | 1                  |

## SONRAÃ° SCOILE

|                         |                                      |
|-------------------------|--------------------------------------|
| CineÃ°il Scoile:        | PrÃ°omhshruth le Ranganna Speisialta |
| StruchtÃ°r na Scoile:   | Ingearach                            |
| Inscne:                 | Comhoideachas                        |
| PÃ°trÃ°nacht na Scoile: | Caitliceach                          |
| LÃ°on IomlÃ°n na mBall  | 11                                   |
| Foirne MÃ°nteoireachta: |                                      |
| Rolla Reatha:           | 170                                  |
| Scoil Droichead:        | TÃ°i                                 |

## SONRAÃ° AN PHOIST

## Eolas Breise:

The Board of Management of St. Mary's N.S invites applications for the position of secretary.

The ideal candidate would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience in an educational environment.

Knowledge of online school databases e.g Aladdin, OLCS and POD systems

Excellent office, administrative and organisational skills, ensuring good - record keeping and adherence to school procedures and policies.

Competency in maintaining financial accounts, including wages, budgets, on line payment systems, procurement and monthly financial reports.

A high level of proficiency in I.T. and the use of Google Drive and other online applications.

The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling and organising events etc.

Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.

Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.

Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality. The candidate should be hardworking, reliable, flexible, enthusiastic and professional.

This role is school based. Monday - Friday 25 hours per week and is subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The above job description is not exhaustive. Shortlisting will apply, and those shortlisted will be called for an interview. The position is subject to a 12 month probation period.

RIACHTANAIS IARRATAIS

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

Is féidir iarratais a chur isteach tr

- Róimhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÍNTAS SEO

|                      |                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------|
| Uimhir Rolla:        | 16868J                                                                                             |
| Cuir Iarratas Chuig: | Chairperson BOM Fr. Martin Carley<br>School Roll number 16868J<br>principalcollinstownns@gmail.com |
| Contae:              | An Iarmh                                                                                           |
| Ceisteanna Chuig:    | <a href="mailto:principalcollinstownns@gmail.com">principalcollinstownns@gmail.com</a>             |
| Suíomh Gráasáin:     | <a href="https://www.stmaryscollinstownns.ie/">https://www.stmaryscollinstownns.ie/</a>            |

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágá seo agus dá anann IPPN á a cheadá le haghaidh áisáide ag cuardaitheoir post amháin. Ní féidir 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 fáilgráíochta eile, gan cead sainráite i scrábhinn a fháil roimh ré á IPPN.