

ID FÃ©GRA 234336

RÃ©naÃ©

Scoil Mhic Diarmada

Glenfarne Road Kiltyclogher F91 NF72

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ita PostÃ©ilte:	MÃ©irt Beal 13 2025
SpriocdhÃ©ita le haghaidh Iarratas:	MÃ©irt Beal 27 2025
DÃ©ita Tosaithe:	Luan LÃ©n 25 2025
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
RangÃ©:	DEIS Tuaithe
LÃ©on IomlÃ©in na mBall	2
Foirne MÃ©inteoireachta:	16
Rolla Reatha:	NÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of Scoil Mhic Diarmada invites applications for the position of school secretary. The position is for 10.5 hours per week, paid by the Department of Education payroll. A school secretary is an integral part of the school community managing the school office in a welcoming, professional and discreet manner.

The ideal candidate would have

- Relevant qualifications and/or experience in a similar setting
- High level of proficiency in ICT
- Excellent administrative and organisational skills; a knowledge and understanding of GDPR, good record keeping and complying with Department of Education guidelines
- Familiarity of working with online data bases such as P.O.D., OLCS and Aladdin
- Competency in maintaining financial records, online payment systems and ability to work as part of a team
- Capacity to plan and work efficiently on own initiative

Shortlisting will apply and those shortlisted will be called for interview. The appointment is subject to Garda vetting and the candidate will be required to undertake the TULSA Child Protection Training.

To apply please send letter of application, curriculum vitae and references to
Job Application, Chairperson, Scoil Mhic Diarmada, Kiltyclogher, Co. Leitrim
Closing Date: 3.00pm Tuesday, 27th May 2025

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
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fáidir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 18589P
Cuir Iarratas Chuig: Glenfarne Road
Kiltyclogher
Co. Leitrim
F91 NF72
Contae: Liatroim
Ceisteanna Chuig: principal@scoilmhicdiarmada.com

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN a cheadóid le haghaidh áisíde ag cuardaitheoir post amháin. Ní fáidir an fhaisnéis atá ann a áosláil, a chéipeáil ná a áisid 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 ról IPPN.