

ID FÃ©GRA 235554

RÃ°naÃ°

Ringville NS

Ballinlaw Slieverue X91 XN29

<https://ringvillens.ie>

PRÃ°OMHSHONRAÃ°

StÃ°idas:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	CÃ°ad Beal 28 2025
SpriocdhÃ°ta le haghaidh larratas:	CÃ°ad Meith 11 2025
DÃ°ta Tosaithe:	Luan MFÃ°mh 1 2025
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°trÃ°nacht na Scoile:	Caitliceach
LÃ°on IomlÃ°n na mBall	4
Foirne MÃ°nteoireachta:	
Rolla Reatha:	46
Scoil Droichead:	TÃ°

SONRAÃ° AN PHOIST

Eolas Breise:

The Board of Management of Ringville National School invites applications for the position of School Secretary. The position is for 12 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.

Applicants would ideally have:

- Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.
- Knowledge of online school databases (eg. Aladdin, POD and OLCS systems).
- Excellent office, administrative and organisational skills, ensuring good record- keeping and adherence to school procedures and policies.
- Excellent interpersonal skills.
- Competency in maintaining financial accounts, payroll experience, online payment systems and monthly financial reports.
- A high level of proficiency in ICT.
- The ability to assist the Principal with the daily administration tasks.
- Knowledge of GDPR and Data Protection requirements.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.

The above job description is not exhaustive. Please see circular 0036/22 for terms and conditions of school secretaries and also, circular letter 0020/25 for revision of salaries information.

Shortlisting will apply, and those shortlisted will be called for interview.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection training. The position is subject to a six month probation period.

Please mark the envelope 'Application for Secretary'.

RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh Dearbhá° Reachtaíil bailá ag an duine a cheapfar agus go gcomhláinádh siad an Fhoirm Ghealltanais.](#)
- CV (Ceangailte)
- Litir Iarratais
- Ráiteoir (ainm, rár, uimhir theagmhála.)

Is fáidir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLANTAS SEO

Uimhir Rolla:	06621P
Cuir Iarratas Chuig:	Chairperson of BOM Ringville National School Ballinlaw Slieverue Co Kilkenny X91 XN29
Contae:	Cill Chainnigh
Ceisteanna Chuig:	ringvillensbom@gmail.com
Suáomh Gráasáin:	https://ringvillens.ie

Is ag IPPN atá an cáipheart i dtaca leis an fhaisnéis san fhágra seo agus dáanann IPPN á a cheadá le haghaidh ásjide ag cuardaitheoir post amháin. Ná fáidir an fhaisnéis atá ann a áosládh, a cháipeáil náj a ásjid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuáomhanna gráasáin earcaáochta agus fágraáochta eile, gan cead sainráite i scrábhinn a fháil roimh rá á IPPN.