

ID FÃ©GRA 240920

RÃ©naÃ©

Scoil Naomh Fionan

Whitecastle Quigley's Point Lifford F93 XR29
<https://www.snfionan.com>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	CÃ©ad IÃ©il 9 2025
SpriocdhÃ©ta le haghaidh larratas:	CÃ©ad IÃ©il 30 2025
DÃ©ta Tosaithe:	Luan LÃ©n 25 2025
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©l Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Caitliceach
LÃ©on lomiÃ©n na mBall	12
Foirne MÃ©inteoireachta:	
Rolla Reatha:	226
Scoil Droichead:	NÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

Scoil Naomh FionÃ©n is a Catholic School under the Patronage of the Bishop of Derry. Scoil Naomh FionÃ©n invites applications for the position of School Secretary. This is a full time, permanent position. This appointment is subject to sanction by the Department of Education in accordance with Circular 36/2022 (see link below). The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary. The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TULSA and Child Protection Training. This position is subject to a 6 month probationary period. The hours for this position will be 9.00am to 3.00pm, Monday to Friday. This includes non teaching days when other staff are on site e.g. Curriculum/Training Days for staff. Responsibilities include but are not limited to:
General secretarial duties consistent with the role of School Secretary such as:
Carrying out administrative duties assigned by the Principal/BOM.
Working in close co-operation with Principal, Deputy Principal and staff.
Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
Organising, maintaining and updating school databases and filing systems such as Online Claims System (OLCS), Pupil Online Database (POD), and Aladdin.
Managing school correspondence with professionalism and confidentiality.
Maintenance of school and office supplies and operating all office machines (photocopier etc.).
Maintenance of records of staff leave
Maintenance and filing of all documentation.
Organisation and management of school meals schemes (orders, applications etc.)
Liaising with representatives of service providers, suppliers and visitors.

Booking venues, buses etc. and making necessary arrangements for school trips etc.
Coordination of internal communication (post, telephone messages, email etc.).
To be aware of and comply with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.
Skills or Knowledge Required:
Excellent interpersonal and organisational skills.
Excellent oral and written communication abilities.
Experience of operating database platforms such as, or similar to, the Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin.
A high level of proficiency in IT and use of Microsoft Office (Word & Excel)
Willingness to upskill where necessary.
Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job.
Ability to relate well to children.
Positive outlook and willingness to contribute to the overall school development.
Commitment to uphold the ethos of the school.
High level of confidentiality, discretion and professionalism at all times.
Previous experience in a school setting desirable.

The above description is not exhaustive.

Please note, applications will be accepted by email only to secretarysnf@gmail.com marked for the attention of The Principal.

Closing date for applications is Wednesday 30th July at 12 o'clock midday.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÃ©iteoirÃ© (ainm, rÃ©, uimhir theagmhÃ©la.)
- CV (Digiteach)

Is fÃ©idir iarratais a chur isteach trÃ©

- RÃ©omhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÃ©NTAS SEO

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Cuir Iarratas Chuig:	secretarysnf@gmail.com
Contae:	DÃ©n na nGall
Ceisteanna Chuig:	secretarysnf@gmail.com
SuÃ©omh GrÃ©asÃ©in:	https://www.snfionan.com
Tuilleadh Eolais:	https://assets.gov.ie/static/documents/circular-letter-00362022.pdf

Is ag IPPN atÃ© an cÃ©ipcheart i dtaca leis an fhaisnÃ©is san fhÃ©gra seo agus dÃ©anann IPPN Ã© a cheadÃ©nÃ© le haghaidh Ã©sÃ©jide ag cuardaitheoirÃ© post amhÃ©in. NÃ© fÃ©idir an fhaisnÃ©is atÃ© ann a Ã©oslÃ©dÃ©il, a chÃ©ipeÃ©il nÃ© a Ã©sÃ©jid chun crÃ©ocha ar bith eile, lena n-Ã©irÃ©tear a macasamhlÃ© ar shuÃ©mhanna grÃ©asÃ©in earcaÃ©ochta agus fÃ©graÃ©ochta eile, gan cead sainrÃ©jite i scrÃ©bhinn a fhÃ©il roimh rÃ© Ã© IPPN.