

ID FÃ©GRA 242897

## RÃ°naÃ° / RiarthÃ°ir

## Eureka Secondary School

Secretary BOM Eureka Secondary School Cavan Rd Kells A82 R6C4  
<https://www.eurekasecondaryschool.ie>



## PRÃ°OMHSHONRAÃ°

StÃ°idas:	GnÃ°mhach
LeibhÃ°al:	Iarbhunscoil
DÃ°ta PostÃ°ilte:	Luan LÃ°n 11 2025
SpriocdhÃ°ta le haghaidh larratas:	MÃ°irt LÃ°n 26 2025
DÃ°ta Tosaithe:	Luan MFÃ°mh 1 2025
StÃ°idas an Phoist:	TÃ°arma Seasta
LÃ°on na bhFolÃ°ntas:	1
LÃ°on uaireanta sa tseachtain:	25

## SONRAÃ° SCOILE

CineÃ°il Scoile:	MeÃ°inscoil
StruchtÃ°r na Scoile:	CailÃ°nÃ°
Rolla Reatha:	756
Scoil Droichead:	TÃ°i

## SONRAÃ° AN PHOIST

## Eolas Breise:

Eureka Secondary School invites applications for the position of School Receptionist/Administrator (25 hours per week, 8:30 a.m.â??2:00 p.m., Monday to Friday). This is a key role in the school, acting as the first point of contact for visitors and providing essential administrative support to ensure the smooth day-to-day running of the school office. We are seeking a candidate who is warm, professional, organised, and discreet, with excellent communication and administrative skills.

## Essential Requirements:

- â?? Good interpersonal skills and clear written and verbal communication.
- â?? Strong administrative and organisational skills, ensuring good record keeping and adherence to procedures and policies.
- â?? Proficiency in Microsoft Word, Excel, Outlook, and Office 365.
- â?? Excellent typing and office management skills.
- â?? Ability to plan independently on own initiative and work as part of a team.
- â?? Flexible and adaptable approach to work.
- â?? High level of confidentiality and discretion.
- â?? Knowledge of GDPR and data protection.

## Desirable:

- â?? General office experience.
- â?? Familiarity with PPOD, OLCS, and VSware (training provided).

## Key Responsibilities:

- â?? Acting as the school's first point of contact for visitors, parents, students, and staff.
- â?? Managing communications: phone, email, school app, website, VSware (school database platform), OLCS (On-Line Claims System) and PPOD (Post-Primary Online Database).
- â?? Handling correspondence, postage, and school record management in line with GDPR.
- â?? Supporting school events and liaising with service providers.
- â?? General office administration and other duties as assigned by the Principal or Deputy

Principal.

**Appointment Requirements:**

The appointment is subject to Garda vetting, MedMark medical clearance, provision of referees' contact details. The successful candidate will be required to undertake TUSLA child protection training and will undertake duties consistent with the role of school receptionist/ administrator.

Please email applications to mharney@eurekaschool.ie by 12 noon on Tuesday, 26th August 2025.

Shortlisting will apply, and only those shortlisted will be contacted.

Note: All newly recruited secretaries/administrative staff will be employed under the terms and conditions of Circular 0020/2025. The appointed candidate will commence at point 1 of the salary scale unless they have previous recognised experience as school administrative staff.

**RIACHTANAIS IARRATAIS**

- Litir Iarratais
- Cártaip de Theastais, Dioplóma, Cáimeanna
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Ráomhphost

**CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO**

<b>Uimhir Rolla:</b>	64410F
<b>Cuir Iarratas Chuig:</b>	Secretary BOM Eureka Secondary School Cavan Rd Kells A82 R6C4
<b>Contae:</b>	An Mhí
<b>Ceisteanna Chuig:</b>	<a href="mailto:posts@eurekaschool.ie">posts@eurekaschool.ie</a>
<b>Suíomh Grádasáin:</b>	<a href="https://www.eurekasecondaryschool.ie">https://www.eurekasecondaryschool.ie</a>

Is ag IPPN atá an cártaipcheart i dtaca leis an fhaisnéis san fhógra seo agus dá anann IPPN á a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláil, a chártaipéil ná a áisíid chun críoche ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fógraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rár á IPPN.