

ID FÃºGRA 243401

RÃºnaÃº

Scoil BhrÃºde

Glen Edgeworthstown N39 TD42

PRÃºOMHSHONRAÃº

StÃºdas:	DÃºghnÃºmhaithe
LeibhÃºal:	Bunscoil
DÃºta PostÃºilte:	MÃºirt LÃºn 19 2025
SpriocdhÃºta le haghaidh larratas:	MÃºirt MFÃºmh 2 2025
DÃºta Tosaithe:	Luan MFÃºmh 22 2025
StÃºdas an Phoist:	PÃºirtaimseartha
LÃºn na bhFolÃºntas:	1

SONRAÃº SCOILE

CineÃºl Scoile:	PrÃºmhshruth
StruchtÃºr na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃºitrÃºnacht na Scoile:	Caitliceach
LÃºn IomlÃºn na mBall	3
Foirne MÃºinteoireachta:	
Rolla Reatha:	41
Scoil Droichead:	NÃº

SONRAÃº AN PHOIST

Eolas Breise:

Additional Information:

Scoil BhrÃºde Glen invites applications for the position of school secretary. This is a part time position for 12 hours per week and is subject to the Department of Education Circular 36/2022: â??Revision of Salaries and Annual Leave Arrangements for School Secretariesâ?. The entry level for this role is on the first point of the pay scale unless the successful candidate has previous experience working as a school secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Children First Training.

This position is subject to a six-month probationary period.

Candidates should be reliable, flexible and willing to learn on the job.

The successful candidate will be an integral part of the school community working closely with the Principal, Deputy Principal, staff and BOM and will manage the school office in a welcoming, professional, discreet and discerning manner.

Essential skills and knowledge required:

- â?¢ Reliability, trustworthiness and strict adherence to confidentiality in all areas of work
- â?¢ Excellent interpersonal and communication skills (both oral and written)
- â?¢ Administrative and secretarial skills, including very good typing skills
- â?¢ Excellent organisational skills, ensuring excellence in record-keeping, filing (manually and electronically)
- â?¢ Excellent ICT skills and attention to detail, including proficiency in Microsoft Office, word

processing, Publisher, Excel, PowerPoint, Google Drive/Office 365 and other online applications and email

• Ability to ensure adherence to school procedures and policies

• A clear understanding and adherence to GDPR and Data Protection regulations

• Ability to prioritise and to multitask

• Ability to work and plan efficiently on their own initiative while working to deadlines

• Ability to work as part of a team

• Be flexible and adaptable to the needs of the school.

• Relate well to children

• Positive outlook and willingness to contribute to the overall school development

• Knowledge of operating and maintaining of online banking, accounts packages and payments systems

• Commitment to uphold the Catholic ethos of Scoil Bhr  de Glen.

• Experience in a busy office environment and/or secretarial experience working in an educational environment is advantageous.

Responsibilities include but are not limited to:

• Working in close co-operation with the Principal, Deputy Principal, school staff and Chairperson BOM

• General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills and knowledge section

• Being the first point of contact for all visitors to the school and dealing with all visitors in a welcoming manner, while controlling access to the school building

• Communicating with parents, staff, pupils, visitors and BOM of the school in person, by phone, email or otherwise, in a courteous and professional manner

• To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection/GDPR and report any concerns to the appropriate person

• Meticulous organisation, maintenance and updating of school databases and filing systems (manual and electronic). Inputting financial information regarding BoM accounts..

Assisting the Principal and staff in managing school correspondence, including communication by post, email, and telephone being used with professionalism and confidentiality.

• Maintenance of office supplies and operation of all office machines/devices

• Ordering and maintaining of first aid supplies and bathroom and sanitary supplies for the school

• Maintenance of supplies for staff room

• Acceptance of, and signing off on, all deliveries to the school

• Maintenance and filing (including manual and electronic) of all documentation, including invoices and receipts, in line with GDPR

• Liaising with representatives of service providers: eg School meals scheme suppliers, school users, the Department of Education, outside agencies and visitors

• Liaising with school transport providers, when required

• Assisting with booking of school events and activities including booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews, etc.

• Attending meetings, events and training, as requested or required

• Being available to assist when interviews are taking place in the school, outside of school hours

• Carrying out other duties assigned by the Principal and related to the post of school secretary, including new initiatives and future developments of the school and/or Dept. of Education.

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

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

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APPLICATION REQUIREMENTS

Letter of Application

Copy of Certificates, Diplomas, Degrees

CV (Digital)

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Applications may be submitted by

Email

RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh DearbhÁ° ReachtÁ°il bailÁ ag an duine a cheapfar agus go gcomhlÁ;nÁ³dh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- RÁ°iteoirÁ (ainm, rÁ³l, uimhir theagmhÁ;la.)
- CV (Digiteach)

Is fÁ°idir iarratais a chur isteach trÁ

- RÁomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 12136R
Cuir Iarratas Chuig: Glen
Edgeworthstown
N39 TD42
Contae: Longfort
Ceisteanna Chuig: principal@sbgleann.ie

Is ag IPPN atÁ; an cÁ³ipcheart i dtaca leis an fhaisnÁ°is san fhÁ³gra seo agus dÁ°anann IPPN Á a cheadÁ°nÁ° le haghaidh Á°sÁ;jide ag cuardaitheoirÁ post amhÁ;jin. NÁ fÁ°idir an fhaisnÁ°is atÁ; ann a ÁoslÁ³dÁ;jil, a chÁ³ipeÁ;jil nÁ; a Á°sÁ;jid chun crÁocha ar bith eile, lena n-Á;jirÁtear a macasamhlÁ° ar shuÁomhanna grÁ°asÁ;jin earcaÁochta agus fÁ³graÁochta eile, gan cead sainrÁ;jite i scrÁbhinn a fhÁ;jil roimh rÁ° Á³ IPPN.