

ID FÃ?GRA 243706

RÃºnaÃ

Scoil Einde

Dr. Mannix Road, Salthill H91 Y725
<https://www.scoileindesalthill.ie>

PRÃ•OMHSHONRAÃ•

StÃ¡das:	GnÃ³mchach
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	Luan LÃºn 25 2025
SpriocdhÃ¡ta le haghaidh larratas:	CÃ©ad MFÃ³mh 10 2025
DÃ¡ta Tosaithe:	Luan MFÃ³mh 29 2025
StÃ¡das an Phoist:	Buan
LÃ³n na bhFolÃºntas:	1

SONRAÃ• SCOILE

CineÃ¡il Scoile:	PrÃ³omhshruth
Inscne:	BuachaillÃ
PÃ¡itrÃºnacht na Scoile:	Caitliceach
LÃ³n lomlÃ¡in na mBall	12
Foirne MÃºinteoirreachta:	
Rolla Reatha:	119
Scoil Droichead:	NÃ¡l

SONRAÃ• AN PHOIST

PainÃ©al larratasÃ³irÃ:

FÃ©adfar painÃ©al inmheÃ¡nach dâ??iarratasÃ³irÃ oiriÃºnacha a bhunÃº chun folÃºntais a lÃ- onadh a dâ??fhÃ©adfadach teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã³n dÃ¡ta a fhaomhfaidh an Bord an t-iarrthÃ³ir rathÃºil (ceithre mhÃ¡ i gcÃ¡is poist mhÃºinteora agus fad na scoilbhiana do phoist CRS).

Eolas Breise:

Scoil Ã?inde National School, under the Patronage of the Bishop of Galway Most Reverend Michael Duignan, is inviting applicants for the position of Secretary. 22.5 hours min per week during term time and some periods when the school is closed. The successful candidate will have:

- â?¢ Recognised qualifications
- â?¢ A commitment to maintaining confidentiality
- â?¢ Excellent interpersonal skills, including oral and written communication skills.
- â?¢ Competency and administrative skills to support the maintenance of school financial accounts, including wages, budgets, on line payment systems and procurement
- â?¢ Accounting experience desirable
- â?¢ Proficiency in Microsoft applications including Word and excel.
- â?¢ Ability and willingness to plan and work on own initiative and show flexibility consistent with the nature of the job.
- â?¢ Ability to work in a team environment with principal and all other school staff.
- â?¢ Familiarity with GDPR and Data Protection and the implementation of same.
- â?¢ Familiarity of working with online school databases, Aladdin, OLCS and Primary Online Database (POD) would be desirable but not essential (training provided)
- â?¢ Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment would be desirable.
- â?¢ Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.

- Experience in the maintenance of office equipment and supplies and of liaising successfully with the representatives of service providers, suppliers, school users and visitors.
- Be required to comply with national vetting requirements.

RIACHTANAIS IARRATAIS

- TÃ¡j sÃ©@ riachtanach go mbeadh DearbhÃº ReachtÃºil bailÃ¡g an duine a cheapfar agus go gcomhÃ¡jnÃ³dh siad an Fhoirm Ghealtanais.

- Litir iarratais
- RÃ©iteoirÃ (ainm, rÃ³l, uimhir theagmhÃ¡la.)
- CÃ³ip de Theastais, DioplÃ³maÃ, CÃ©imeanna
- CV (CeanglÃ³ir Neamhcheangailte/SleamhnÃ³n)

Is fÃ©idir iarratais a chur isteach trÃ

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla:	18929N
Cuir iarratas Chuig:	Scoil Ã?inde National School, Dr. Mannix Road, Salthill H91 Y725
Contae:	Gaillimh
Ceisteanna Chuig:	office@scoileindesalthill.ie
SuÃ³mh GrÃ©asÃ³in:	https://www.scoileindesalthill.ie

Is ag IPPN atÃ¡j an cÃ³ipcheart i dtaca leis an fhaisnÃ©is san fhÃ³gra seo agus dÃ©anann IPPN Ã a cheadÃºnÃº le haghaidh ÃºsÃ¡ide ag cuardaitheoirÃ post amhÃ³in. NÃ fÃ©idir an fhaisnÃ©is atÃ¡j ann a Ã‰oslÃ³dÃ¡il, a chÃ³ipeÃ¡il nÃ¡j a ÃºsÃ¡id chun crÃ³ocha ar bith eile, lena nÃ¡jirÃ©tear a macasamhlÃº ar shuÃ³mhanna grÃ©asÃ³in earcaÃ³chta agus fÃ³graÃ³chta eile, gan cead sainrÃ¡ite i scrÃ³bhinn a fhÃ¡il roimh rÃ©@ Ã³ IPPN.