

ID FÃ©GRA 243882

## RÃ°naÃ°

### Presentation PS

Dungarvan Road Clonmel E91XF62  
<https://www.presprimaryclonmel.com>



#### PRÃ°OMHSHONRAÃ°

StÃ°idas:	GnÃ°omhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	DÃ°ar LÃ°n 28 2025
SpriocdhÃ°ta le haghaidh Iarratas:	DÃ°ar MFÃ°mh 11 2025
DÃ°ta Tosaithe:	Luan DFÃ°mh 20 2025
StÃ°idas an Phoist:	Buan
LÃ°on na bhFolÃ°ntas:	1

#### SONRAÃ° SCOILE

CineÃ°il Scoile:	PrÃ°omhshruith le Ranganna Speisialta
StruchtÃ°r na Scoile:	Ingearach
Inscne:	CailÃ°nÃ° le BuachaillÃ° sna NaÃ°onÃ°jin
PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°on IomlÃ°jn na mBall Foirne MÃ°nteoireachta:	20
Rolla Reatha:	270
Scoil Droichead:	TÃ°i

#### SONRAÃ° AN PHOIST

##### Eolas Breise:

This is a full-time position of 37 hours per week. This position is for 52 weeks of the year and holidays must be taken during school closures. The position is subject to a 6 month probationary period. This position will be subject to the terms and conditions of circular 0036/22. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

##### Essential Personal Qualities

- â?¢ Demonstrate an ability to multitask, prioritise, work under pressure and achieve deadlines.
- â?¢ Reliability, trustworthiness and strict adherence to confidentiality
- â?¢ Flexible and adaptable to the needs of the school and open to new skills/challenges
- â?¢ Positive outlook, ability to work on own initiative and willingness to contribute to overall school development

##### Responsibilities include but not limited to:

- â?¢ General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school event e.g. booking venues/buses, liaising with providers and suppliers
- â?¢ Carrying out administrative duties assigned by the Principal and Deputy Principal
- â?¢ Working closely with the Principal, staff and parents in a polite and professional manner
- â?¢ Maintaining financial records and managing on-line payments
- â?¢ Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD)
- â?¢ Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection

#### Essential Skills and Experience

- Administrative skills and experience of working in a busy office environment
- Proficiency in email, Microsoft applications to include excel and good typing skills
- Familiarity of booking keeping and online payments to manage school finances
- Good record-keeping and knowledge of school applications e.g. Aladdin, OLCS and POD
- Excellent interpersonal skills, including oral and written communication skills

Applications by POST only.

Please include the following:

1. Letter of Application detailing your suitability for the job
2. CV including at least two up-to-date referees with contact details

Applications to The Chairperson, Presentation Primary School, Dungarvan Road, Clonmel, Co. Tipperary E91XF62

Please write "Secretary Application" on the outside of the envelope.

#### RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbhá Reachtáil bailá ag an duine a cheapfar agus go gcomhlánadh siad an Fhoirm Ghealltanais.](#)
- CV (Ceangailte)
- Litir Iarratais
- Réiteoir (ainm, rí, uimhir theagmhíla.)

Is fídir iarratais a chur isteach trá

- Litir

#### CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

**Uimhir Rolla:** 12180U  
**Cuir Iarratas Chuig:** Presentation Primary School  
Dungarvan Road  
Clonmel  
E91XF62  
**Contae:** Tiobraid Árann  
**Ceisteanna Chuig:** [office@presprimaryclonmel.com](mailto:office@presprimaryclonmel.com)  
**Suíomh Grádasáin:** <https://www.presprimaryclonmel.com>

Is ag IPPN atá an cás ipheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Ná fídir an fhaisnéis atá ann a áosá dájil, a chásipeájil ná a á sáide chun crócha ar bith eile, lena n-á jirá tear a macasamhlá ar shuíomhanna grádasáin earcaóchta agus fágraóchta eile, gan cead sainrájite i scrábhinn a fhájl roimh rí IPPN.