

ID FÃ©GRA 244780

RÃ©naÃ©

Scoil Mhuire

Billary Pettigo F94c960

PRÃ©OMHSHONRAÃ©

StÃ¡das:	DÃaghnaÃomhaithe
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	Aoine MFÃ©mh 19 2025
SpriocdhÃ¡ta le haghaidh larratas:	Aoine DFÃ©mh 3 2025
DÃ¡ta Tosaithe:	Luan DFÃ©mh 20 2025
StÃ¡das an Phoist:	PÃ¡irtaimseartha
LÃon na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ¡l Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ¡itrÃ©nacht na Scoile:	Caitliceach
RangÃ©:	DEIS Tuaithe
LÃon IomlÃ¡n na mBall	4
Foirne MÃ©inteoireachta:	54
Rolla Reatha:	NÃ¡
Scoil Droichead:	NÃ¡

SONRAÃ© AN PHOIST

Eolas Breise:

Scoil Mhuire is a 4 teacher school with 54 pupils on roll. The job is part time- 12 hours per week, ideally split over 3 days.

The School Secretary will be an integral part of the school community, working closely with the school principal, and will manage the school office in a welcoming, professional, and discreet manner.

The successful candidate will have/be:

- Excellent interpersonal and communication skills
- Experience in ICT including word processing, spreadsheets, email etc.
- Ability to work on own initiative and as part of a team
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and be adaptable to the needs of the school
- A positive outlook
- A willingness to engage in Continuous Professional Development

It would be desirable for the candidate to have knowledge and experience in using some or all of the following; Aladdin, Esinet, Payroll, FSSU accounting templates, Microsoft Office, Medmark, TUSLA returns and other school applications.

Key Duties & Responsibilities:

- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other

regulatory requirements.

- Maintaining school and office supplies and operating all office machines - photocopier/laminator etc.
- Attend meetings and events as required.
- Assisting the Principal in the administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- Assisting with general school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the principal.

Only shortlisted applicants will be contacted.

The successful candidate will be required to be vetted in accordance with the vetting legislation.

RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh Dearbh@ Reacht@il bail@ ag an duine a cheapfar agus go gcomhl@n@dh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- R@iteoir@ (ainm, r@l, uimhir theagmh@la.)
- CV (Digiteach)

Is f@idir iarratais a chur isteach tr@

- R@omhphost

CUIR IARRATAS ISTEACH AR AN bhFOL@NTAS SEO

Uimhir Rolla:	17837D
Cuir Iarratas Chuig:	smpettigoapplications@gmail.com . Please insert in the subject line part time secretary position.
Contae:	D@n na nGall
Ceisteanna Chuig:	office@pettigons.com

Is ag IPPN at@ an c@ipcheart i dtaca leis an fhaisn@is san fh@gra seo agus d@anann IPPN @ a chead@n@ le haghaidh @s@jide ag cuardaitheoir@ post amh@jin. N@ f@idir an fhaisn@is at@ ann a @osl@d@il, a ch@ipe@il n@ a @s@jid chun cr@ocha ar bith eile, lena n-@jir@tear a macasamhl@ ar shu@omhanna gr@as@jin earca@ochta agus f@gra@ochta eile, gan cead sainr@jite i scr@bhinn a fh@il roimh r@ @ IPPN.