

ID FÃ©GRA 245394

RÃºnaÃ

Mary Queen of Angels N.S. 2

Gurteen Road Gurteen Road Ballyfermot D10C527

PRÃ©OMHSHONRAÃ

StÃ¡das:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	Luan DFÃ©mh 6 2025
SpriocdhÃ¡ta le haghaidh larratas:	MÃ¡irt DFÃ©mh 14 2025
DÃ¡ta Tosaithe:	Luan Samh 3 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:	BuachaillÃ
PÃ¡itrÃ©nacht na Scoile:	Caitliceach
RangÃ©:	DEIS 1
LÃon IomlÃ¡n na mBall	13
Foirne MÃ©inteoireachta:	133
Rolla Reatha:	TÃ¡
Scoil Droichead:	TÃ¡

SONRAÃ AN PHOIST

Eolas Breise:

Additional Information:

Mary Queen of Angels 2 Boys National School invites applications for the position of secretary. This is a permanent position (20 hrs per week) and will be subject to sanction from the DEY. The successful candidate will be recruited in line with the terms & conditions as set out in circular 36/2022. New secretaries will be placed on point 1 of the scale as set out in appendix 1 of the circular unless they have prior experience as a school secretary. The position is subject to compulsory garda vetting, Medmark clearance, online Tusla child protection training and a 6 month probationary period. The hours of work for this onsite role are: 08.45 to 13.30pm Mon to Fri. Flexibility may be required at other times to support other school activities / events.

Key duties of the position will include:

- point of contact for all visitors & enquiries
- managing school communications (phone, email, databases e.g. Aladdin, POD & OLCS)
- working alongside the school management team
- management of school financial accounts
- office management
- procurement of resources
- liaising with service providers, suppliers etc.

The ideal candidate will demonstrate the following competencies:

- professionalism & discretion
- the ability to maintain strict confidentiality
- strong interpersonal & communication skills
- book keeping skills including knowledge of online banking
- a willingness to engage with continuous professional development

- ICT proficiency
- knowledge in relation to GDPR and data protection
- ability to use own initiative (work independently & as part of a team)
- positive outlook & a willingness to contribute to overall school development
- good planning & organisational skills

RIACHTANAIS IARRATAIS

- [Tá sáclach riachtanach go mbeadh DearbhÁir Reachtáil bailiú ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhála.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fáilidir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 18843D
Cuir Iarratas Chuig: mqa2jobs@gmail.com
Contae: Baile Átha Cliath
Ceantar Poist: Dublin 10
Ceisteanna Chuig: mqa2jobs@gmail.com

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadáil le haghaidh áisáide ag cuardaitheoir post amháin. Níl fáilidir an fhaisnéis atá ann a áosláil, a cháipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.