

ID FÃ°GRA 245500

RÃ°naÃ°

Scoil Colmcille Naofa

Idrone Avenue Knocklyon N/A D16 H337
<https://www.stcolmcillesjns.ie>

PRÃ°OMHSHONRAÃ°

StÃ°das:	GnÃ°mhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	CÃ°ad DFÃ°mh 8 2025
SpriocdhÃ°ta le haghaidh larratas:	CÃ°ad DFÃ°mh 22 2025
DÃ°ta Tosaithe:	Luan Samh 17 2025
StÃ°das an Phoist:	Buan
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°l Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Scoil ShÃ°isearach
Inscne:	Comhoideachas
PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°on IomlÃ°n na mBall	45
Foirne MÃ°nteoireachta:	
Rolla Reatha:	721
Scoil Droichead:	TÃ°

SONRAÃ° AN PHOIST

PainÃ°al larratasÃ°irÃ°:

FÃ°adfar painÃ°al inmheÃ°nach dÃ°?iarratasÃ°irÃ° oiriÃ°nacha a bhunÃ° chun folÃ°ntais a lÃ°onadh a dÃ°?fhÃ°adfadh teacht chun cinn laistigh de thrÃ°imhse ama ar leith Ã°n dÃ°ta a fhaomhfaidh an Bord an t-iarrthÃ°ir rathÃ°il (ceithre mhÃ° i gcÃ°is poist mhÃ°nteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

This is a permanent full-time job of 37 hrs per week over 5 days. The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner.

They will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

Responsibilities include but are not limited to:

- â°¢ Act as the first point of contact for all visitors to the school and respond to their enquiries
- â°¢ Managing school communications: phone, email, Aladdin Connect (school database platform), Department of Education database system Online Claims System (OLCS) and Primary Online Database (POD), postage, etc.
- â°¢ Updating, file management, and organisation of school records in compliance with GDPR, (Aladdin, POD, and the OLCS payment system)
- â°¢ Procurement of resources for identified areas of the school
- â°¢ Assisting with the organisation of school events and activities
- â°¢ Assisting with the maintenance of school finance records

• General school administration and office management

Skills /knowledge/competencies required:

- Excellent communication skills (both verbal and written)
- Excellent command of written and spoken English
- Good attention to detail and strong organisational skills
- Excellent interpersonal skills and ability to build rapport with students, parents, staff and all members of the school community
- Ability to work on own initiative and also as part of a team and showing flexibility consistent with the nature of the job
- Reliable, trustworthy and aware of the need to maintain confidentiality in all aspects of work and flexibility to be able to adapt easily to the needs of the school
- Open to learning new skills and taking on new challenges
- Discretion and the ability to maintain strict confidentiality
- Experience working in a demanding, busy work environment
- Good proficiency in IT and use of Microsoft Office including Word, Excel, Publisher, PowerPoint or equivalent Google Workspace apps
- Experience of basic financial systems to enable maintenance of school finance records
- Experience of operating database platforms such as or like online claims system (OLCS), pupil online database POD, Aladdin
- Excellent book-keeping skills including knowledge of online banking

You will need to be highly confidential in all areas of your work and adhere to GDPR regulations. The appointment is subject to Garda vetting and the successful candidate will be required to undertake TUSLA child protection training.

Please consult the Department of Education Circular 36/2022 for rates of pay and holidays for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0036/2022.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbhá Reachtáil bail á ag an duine a cheapfar agus go gcomhláin á dh siad an Fhoirm Ghealltanais.](#)
- Litir iarratais
- Ráiteoir (ainm, rár, uimhir theagmhála.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	19474D
Cuir iarratas Chuig:	applications@ccjns.ie
Contae:	Baile Átha Cliath
Ceantar Poist:	Dublin 16
Ceisteanna Chuig:	applications@ccjns.ie
Suíomh Grádasáin:	https://www.stcolmcillesjns.ie
Tuileadh Eolais:	https://www.stcolmcillesjns.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá le haghaidh áide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosdáil, a cháipeáil ná a áid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rár á IPPN.