

ID FÃ?GRA 245626

RúnaÃ

Wexford Educate Together NS

Whitemill Clonard Wexford Town Y35 C520 https://www.wexfordeducatetogether.ie

PRÕOMHSHONRAÕ

Stádas:GnÃomhachLeibhéal:Bunscoil

Dáta Postáilte:Domh DFómh 12 2025Spriocdháta le haghaidh larratas:Luan DFómh 27 2025Dáta Tosaithe:Luan Noll 1 2025

Stádas an Phoist:BuanLÃon na bhFolúntas:1

SONRAÕ SCOILE

CineáI Scoile:PrÃomhshruthStruchtÃ⁰r na Scoile:IngearachInscne:Comhoideachas

Pátrúnacht na Scoile: Ag Foghlaim Le Chéile

LÃon IomIán na mBall
Foirne Múinteoireachta:

Rolla Reatha:

Scoil Droichead:

NÃI

SONRAÕ AN PHOIST

Painéal larratasóirÃ:

Féadfar painéal inmheánach dâ??iarratasóirà oiriðnacha a bhunð chun folðntais a lÃ-onadh a dâ??fhéadfadh teacht chun cinn laistigh de thréimhse ama ar leith ón dáta a fhaomhfaidh an Bord an t-iarrthóir rathðil (ceithre mhà i gcás poist mhðinteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise

This is a permanent full-time job of normal school hours, 5 days per week. 28 Hours

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

â?¢ General school administration and office management

Skills /knowledge/competencies required:

â?¢ Excellent communication skills (both verbal and written)

â?¢ Excellent command of written and spoken English

â?¢ Good attention to detail and strong organisational skills

â?¢ Excellent interpersonal skills and ability to build rapport with students, parents, staff and all members of the school community

â?¢ Ability to work on own initiative and also as part of a team and showing flexibility consistent with the nature of the job

â?¢ 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

â?¢ Open to learning new skills and taking on new challenges

â?¢ Discretion and the ability to maintain strict confidentiality

â?¢ Experience working in a demanding, busy work environment

â?¢ Good proficiency in IT and use of Microsoft Office including Word, Excel, Publisher,

PowerPoint or equivalent Google Workspace apps

â?¢ Experience of basic financial systems to enable maintenance of school finance records

â?¢ 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.

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RIACHTANAIS IARRATAIS

- TÃ_i sé riachtanach go mbeadh Dearbhú Reachtúil bailà ag an duine a cheapfar agus go gcomhlánódh siad an Fhoirm Ghealltanais.
- Litir larratais
- Réiteoirà (ainm, ról, uimhir theagmhála.)
- CV (Digiteach)

Is féidir iarratais a chur isteach trÃ

RÃomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla: 20333P

Cuir larratas Chuig: Chairperson: Heather Byrne

wetnsrecruit@gmail.com

Contae: Loch Garman

Ceisteanna Chuig: secretary@wexfordetns.ie

SuÃomh Gréasáin: https://www.wexfordeducatetogether.ie

Is ag IPPN atÃ_i an cóipcheart i dtaca leis an fhaisnéis san fhógra seo agus déanann IPPN à a cheadÃ⁰nÃ⁰ le haghaidh Ã⁰sáide ag cuardaitheoirà post amháin. Nà féidir an fhaisnéis atá ann a Ãoslódáil, a chóipeáil ná a úsáid chun crÃocha ar bith eile, lena n-áirÃtear a macasamhlÃ⁰ ar shuÃomhanna gréasáin earcaÃochta agus fógraÃochta eile, gan cead sainráite i scrÃbhinn a fháil roimh ré ó IPPN.