

#### ID FÃ?GRA 245660

# RúnaÃ

## Scoil an Aingil Choimheadai

An Céideadh Ailt an ChorrÃ $_{\parallel}$ in Leitir Ceanainn F94 W084 https://saac.kincasslagh.ie

#### PRÕOMHSHONRAÕ

Stádas:GnÃomhachLeibhéal:Bunscoil

Dáta Postáilte:Luan DFómh 13 2025Spriocdháta le haghaidh larratas:Luan DFómh 27 2025Dáta Tosaithe:Luan Samh 10 2025Stádas an Phoist:Páirtaimseartha

LÃon na bhFolÃontas:

#### SONRAÕ SCOILE

CineáI Scoile:PrÃomhshruthStruchtúr na Scoile:IngearachInscne:ComhoideachasPátrúnacht na Scoile:CaitliceachRangú:DEIS Tuaithe

LÃon IomIán na mBall
Foirne Múinteoireachta:

Rolla Reatha:

Scoil Droichead:

NÃI

Gaelscoil

## SONRAÕ AN PHOIST

### **Eolas Breise:**

## Additional Information:

This is a part-time position of 12 hours per week. The 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. 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 and Medmark medical clearance

#### **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. Duties may require working outside regular hours at times.

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 events (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) and weekly payroll

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:

â?¢ Administrative skills.

â?¢ Proficiency in email, Google applications, Microsoft applications to include Excel and Word.

 $\hat{a}?\phi$  Familiarity of bookkeeping and online payments to manage school finances.

â?¢ Excellent interpersonal skills, including oral and written communication skills.

â?¢ This is an Irish medium school and Gaeilge is essential

â?¢ Training will be given

### APPLICATION REQUIREMENTS

 $\hat{a}? \phi$  It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.

â?¢ Letter of Application

â?¢ Referees (name, role, contact no.)

â?¢ Copy of Certificates, Diplomas, Degrees

â?¢ CV

â?¢ The successful candidate will be required to undertake TUSLA child protection training. Secretaries recruited from 1st September 2022 are employed under the new terms set out in Circular 36/2022

Only candidates shortlisted for interview will be contacted.

Applications may be submitted by a 2¢ Email only to principal@ceideadhns.com

#### **RIACHTANAIS IARRATAIS**

- TÃ<sub>i</sub> 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.)
- Cóip de Theastais, DioplómaÃ, Céimeanna
- CV (Digiteach)

Is féidir iarratais a chur isteach trÃ

RÃomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla: 04809A Cuir Iarratas Chuig: An Céideadh

Ailt an ChorrÃin Leitir Ceanainn F94 W084

Contae: Dún na nGall

Ceisteanna Chuig: principal@ceideadhns.com
SuÃomh Gréasáin: https://saac.kincasslagh.ie

Is ag IPPN atá an cóipcheart i dtaca leis an fhaisnéis san fhógra seo agus dÃ⊚anann IPPN à a cheadÃ⁰nú 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.