

ID FÃºGRA 245729

RÃºnaÃ

SN na nAingeal Coimhdeachta

Guardian Angels' N.S. Newtownpark Avenue Blackrock A94 H395
<https://www.guardianangels.ie>



PRÃºOMHSHONRAÃ

StÃ¡das:	GnÃomhach
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	CÃ©ad DFÃºmh 15 2025
SpriocdhÃ¡ta le haghaidh larratas:	CÃ©ad DFÃºmh 29 2025
DÃ¡ta Tosaithe:	Luan Samh 17 2025
StÃ¡das an Phoist:	Buan
LÃon na bhFolÃºntas:	1

SONRAÃ SCOILE

CineÃ¡il Scoile:	PrÃomhshruith
StruchtÃºr na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃitrÃºnacht na Scoile:	Caitliceach
LÃon IomlÃ¡n na mBall	29
Foirne MÃºinteoireachta:	
Rolla Reatha:	430
Scoil Droichead:	TÃ¡

SONRAÃ AN PHOIST

PainÃ©al larratasÃºirÃ:

FÃ©adfaí painÃ©al inmheÃ¡nach dÃºiarratasÃºirÃ oiriÃºnacha a bhunÃº chun folÃºntais a lÃ-onadh a dÃºiarratasÃºirÃ adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ãºn dÃ¡ta a fhaomhfaidh an Bord an t-iarrthÃºir rathÃºil (ceithre mhÃ i gcÃís poist mhÃºinteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

Guardian Angels N.S., Blackrock, is seeking a full-time secretary for 37 (in person) hours per week. The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional, and discrete manner. The ideal candidate will have a flexible attitude and approach, and he/she will understand the demands of working in a school environment. Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- * Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Sage.
- * Managing school correspondence
- * Maintenance of school and office supplies and operating all office machines.
- * Maintenance and filing of all documentation
- * Maintaining records of staff leave
- * Liaising with representatives of service providers, suppliers, school users and visitors
- * Working in close co-operation with the principal and staff
- * Liaising with the BOM Chairperson, Treasurer, and School Accountant.

- * Booking courses, venues, buses etc. and make necessary arrangements for school trips, meetings, interviews etc.
- * Carrying out other duties assigned by the principal and related to the post of school secretary
- * Co-ordination of internal communications (post, telephone messages, email etc)

Essential Skills/ Knowledge Required:

- * Excellent interpersonal and organisational skills
- * Excellent communication skills (both verbal and written)
- * Excellent typing/IT skills
- * Excellent attention to detail
- * The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- * Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- * A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint) with an ability and willingness to master new applications
- * Maintaining records of school finances
- * Experience of content management systems

Desirable Skills/Knowledge;

- * Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin
- * Experience of basic financial systems (for example Sage) in line with FSSU (Financial Support Services Unit) requirements
- * Experience of using school communication systems e.g. Aladdin Connect or similar.

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. This position is subject to a six month probationary period. Induction training will be facilitated.

Salary will be as per Department of Education guidelines.

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 fíidir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 19335M
Cuir iarratas Chuig: careersguardianangels@gmail.com
Contae: Baile Átha Cliath
Ceantar Poist: County Dublin
Ceisteanna Chuig: info@guardianangels.ie
Suíomh Gráasáin: <https://www.guardianangels.ie>

Is ag IPPN atÁj an cÁ³ipcheart i dtaca leis an fhaisnÁ©is san fhÁ³gra seo agus dÁ©anann IPPN Á a cheadÁ°nÁ° le haghaidh Á°sÁjide ag cuardaitheoirÁ post amhÁjin. NÁ fÁ©idir an fhaisnÁ©is atÁj ann a ÁoslÁ³dÁjil, a chÁ³ipeÁjil nÁj a Á°sÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ° ar shuÁomhanna grÁ©asÁjin earcaÁochta agus fÁ³graÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁjil roimh rÁ© Á³ IPPN.