

#### **ID FÃ?GRA 245731**

# RúnaÃ

### Killester Raheny Clontarf ETNS

Killester Raheny Clontarf Educate Together National School Collins Avenue East Killester Dublin 5 D05 F2H1 <a href="http://krcetns.com">http://krcetns.com</a>



PRÕOMHSHONRAÕ

Stádas:GnÃomhachLeibhéal:Bunscoil

Dáta Postáilte:Céad DFómh 15 2025Spriocdháta le haghaidh larratas:Céad DFómh 29 2025Dáta Tosaithe:Luan Samh 10 2025Stádas an Phoist:Páirtaimseartha

LÃon na bhFolÃontas:

#### SONRAÕ SCOILE

CineáI Scoile:PrÃomhshruthStruchtÃ⁰r na Scoile:IngearachInscne:Comhoideachas

Pátrúnacht na Scoile: Ag Foghlaim Le Chéile

LÃon IomIán na mBall Foirne Múinteoireachta: 11 Rolla Reatha: 176 Scoil Droichead: Tá

### 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:**

Killester Raheny Clontarf ETNS is looking for an enthusiastic, flexible and diligent school secretary.

This position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

This onsite role is for 27.75 hours per week over five days (Hours to be determined upon appointment).

The successful candidate will ideally have:

- i? Excellent administrative and organisational skills.
- i? High level of proficiency in Microsoft Office and Google Drive and good typing skills.
- i? Excellent communication skills, both verbal and written.
- ï? Experience of basic financial systems to enable maintenance of school finance records, payroll and revenue returns.
- i? Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR and data protection regulations.
- i? Proven ability to work as part of a team.
- ï? Some prior knowledge of school software systems including Aladdin, Esinet, OLCS, and POD is desirable.

Key Duties and Responsibilities include but not limited to the following:

- ï? Organising, maintaining and updating school data bases: Aladdin Connect, The Online Claims System (OLCS), Department of Education Database (Esinet), and Primary Online Database (POD)
- ï? First point of contact for service providers, suppliers, and visitors.
- i? Managing school correspondence and answering the school phone and emails.
- i? Updating, managing and storing school records in compliance with GDPR.
- i? Other duties as allocated by the Principal or Deputy Principal.
- i? General school administration and office management.
- ii? Procurement of resources and the management of school office supplies.

This appointment is subject to a 6-month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete 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.

Only Short listed candidates will be contacted regarding arrangements for interview. Interviews will take place onsite the week of the 3rd of November 2025 in the school.

## 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 Iarratais
- CV (Digiteach)

Is féidir iarratais a chur isteach trÃ

RÃomhphost

Contae:

#### CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla: 20525B

Cuir Iarratas Chuig: Killester Raheny Clontarf Educate Together National School

Collins Avenue East

Killester Dublin 5 D05 F2H1 Baile Õtha Cliath

Ceantar Poist: Dublin 5

Ceisteanna Chuig: info.krcetns@gmail.com
SuÃomh GréasÃjin: http://krcetns.com

Is ag IPPN atÃ; an cóipcheart i dtaca leis an fhaisnéis san fhógra seo agus déanann IPPN à a cheadðnð le haghaidh ðsáide ag cuardaitheoirà post amháin. Nà féidir an fhaisnéis atá ann a Ãoslódáil, a chóipeáil ná a ðsáid chun crÃocha ar bith eile, lena n-ÃjirÃtear a macasamhlð ar shuÃomhanna gréasáin earcaÃochta agus fógraÃochta eile, gan cead sainráite i scrÃbhinn a fháil roimh ré ó IPPN.