

ID FÃ©GRA 211226

## RÃ°naÃ°

## Scoil Mhuire Gransha

Leachtgallon Clones H23 EY86

## PRÃ°OMHSHONRAÃ°

StÃ°das:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	CÃ°ad Aib 24 2024
SpriocdhÃ°ta le haghaidh larratas:	Aoine Beal 3 2024
DÃ°ta Tosaithe:	Luan Beal 20 2024
StÃ°das an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1

## SONRAÃ° SCOILE

CineÃ°l Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°itrÃ°nacht na Scoile:	Caitliceach
RangÃ°:	DEIS Tuaithe
LÃ°on IomlÃ°n na mBall	4
Foirne MÃ°inteoireachta:	81
Rolla Reatha:	NÃ°i
Scoil Droichead:	NÃ°i

## SONRAÃ° AN PHOIST

## Eolas Breise:

The position is for 15 hours per week.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate will have:

- â?¢ Excellent organisational, interpersonal, oral and written communication skills
- â?¢ Administrative skills to support the management of school finances (experience of accounting packages desirable)
- â?¢ Proficiency in Microsoft Office
- â?¢ Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- â?¢ A high level of Confidentiality and Discretion is expected

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- â?¢ Act as the first point of contact for visitors to the school.
- â?¢ Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- â?¢ Updating, managing and storing school records in compliance with GDPR.
- â?¢ General school administration and office management.
- â?¢ Procurement of resources for identified areas of the school.
- â?¢ Assisting with the organisation of school events and activities.

## RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is féidir iarratais a chur isteach tríd

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	18482U
Cuir Iarratas Chuig:	applications@granshans.ie
Contae:	Muineacháin
Ceisteanna Chuig:	<a href="mailto:office@granshans.ie">office@granshans.ie</a>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Níl féidir an fhaisnéis atá ann a áosláil, a chéipeáil nó a áisid chun críocha ar bith eile, lena n-áirítear a macasamhlú ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.