

ID FÃ©GRA 112876

RÃ©naÃ©

Ballyhass NS

Ballyhass National School Cecilstown Mallow P51 K590
<https://www.ballyhassns.net>

PRÃ©OMHSHONRAÃ©

StÃ©idias:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Luan DFÃ©mh 22 2018
SpriocdhÃ©ta le haghaidh Iarratas:	Luan Samh 5 2018
DÃ©ta Tosaithe:	Luan Samh 19 2018
StÃ©idias an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruith
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall Foirne MÃ©inteoireachta:	12
Rolla Reatha:	223
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al IarratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

- Ã© Candidate must have excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on their own initiative.
- Ã© Pleasant and approachable in manner, both in person and on the phone, as they would be first point of contact to the school.
- Ã© Hours of work 20 per week Ã© over 5 days - 10.30am to 3.00pm (including half hour for lunch each day)
- Ã© Proficient in ICT is a key requirement.
- Ã© Keyboard skills essential with a knowledge of Word, Excel and Powerpoint.
- Ã© Experience of accounting system (FSSU) an advantage.
- Ã© Role includes the use of Aladdin management system, POD (Pupils on line Data), OLCS (on line claims system) experience desirable but not essential.
- Ã© Applicant will need to be highly confidential in all areas of their work, and have an awareness of GDPR (General Data Protection Regulations).
- Ã© Appointment subject to current Garda Vetting clearance.
- Ã© Successful applicant needs to be available and willing to shadow outgoing secretary (training purposes) prior to commencing position.
- Ã© 4 monthly probationary period will apply.
- Ã© Please be aware that canvassing will disqualify.

Mark for the attention of Principal, Mrs. Elizabeth Ronayne/Secretary position

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Ráiteoir (ainm, rár, uimhir theagmhla.)
- CV (Ceanglár Neamhcheangailte/Sleamhnáin)

Is fídir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLANTAS SEO

Uimhir Rolla: 04953H
Cuir Iarratas Chuig: Ballyhass National School
Cecilstown
Mallow
Co. Cork
P51 K590
Contae: Corcaigh
Ceisteanna Chuig: ballyhassmixedns@gmail.com
022 27937
Suíomh Gráasáin: <https://www.ballyhassns.net>

Is ag IPPN atá an cás ipcheart i dtaca leis an fhaisnéis san fhárgra seo agus dá anann IPPN a cheadn le haghaidh ásjide ag cuardaitheoir post amháin. N fídir an fhaisnéis atá ann a áosláid, a chárpeáil n a ásjid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaóchta agus fárgaóchta eile, gan cead sainráite i scrábhinn a fháil roimh rár IPPN.