

ID FÃ©GRA 131111

RÃ°naÃ°

Killasolan NS

Killasolan Caltra Ballinasloe H53 VF21

PRÃ©OMHSHONRAÃ°

StÃ¡das:	DÃaghnaÃomhaithe
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	MÃ¡irt Ean 7 2020
SpriocdhÃ¡ta le haghaidh larratas:	Aoine Ean 24 2020
DÃ¡ta Tosaithe:	Luan Feabh 24 2020
StÃ¡das an Phoist:	TÃ©arma Seasta
LÃon na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ¡l Scoile:	PrÃ©omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ¡trÃ°nacht na Scoile:	Caitliceach
LÃon IomlÃ¡n na mBall	2
Foirne MÃ°inteoireachta:	
Rolla Reatha:	14

SONRAÃ° AN PHOIST

Eolas Breise:

The Board of Management of Killasolan N.S. wish to appoint a suitable candidate to the position of secretary with part-time hours.

The key responsibilities of this role are as follows:

General school administration and office management.

Use of Aladdin, FSSU docs, POD (Pupil Online Database) and OLCS payment system

Short-term management of school financial records: daily accounts, invoices, incoming payments and processing outgoing payments

Procurement of resources and school transport

Administration of enrolment, update and organisation of school records

The following skills are required:

Proficiency in ICT, record keeping, accounts

Ability to work independently

Excellent interpersonal and communication skills

Excellent organisational skills

Discretion and the ability to maintain strict confidentiality

This is a role in a small school so flexibility is required and the post will include classroom assistant duties at times

Experience working in a child-centred environment is desirable

The position is subject to current Garda Vetting requirements.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, rár, uimhir theagmhála.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 18113M
Cuir Iarratas Chuig: Killasolan
Caltra
Ballinasloe
H53 VF21
Contae: Gaillimh
Ceisteanna Chuig: killasolannationalschool@gmail.com
090 9678425

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. Ní fíoridir an fhaisnéis atá ann a áosláidil, a cháipeáil ná a áisíid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rár IPPN.