

ID FÃ©GRA 131709

RÃ©naÃ©

Ruan Central NS

Ruan Ennis V95R206
<https://scoilmhuireruan.ie/>

PRÃ©OMHSHONRAÃ©

| | |
|------------------------------------|--------------------|
| StÃ©das: | DÃ©ghnÃ©mhaithe |
| LeibhÃ©al: | Bunscoil |
| DÃ©ta PostÃ©ilte: | Sath Feabh 1 2020 |
| SpriocdhÃ©ta le haghaidh larratas: | Luan Feabh 17 2020 |
| DÃ©ta Tosaithe: | Luan MÃ©rta 2 2020 |
| StÃ©das an Phoist: | PÃ©irtaimseartha |
| LÃ©on na bhFolÃ©ntas: | 1 |

SONRAÃ© SCOILE

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|-------------------------|---------------|
| CineÃ©l Scoile: | PrÃ©omhshruth |
| StruchtÃ©r na Scoile: | Ingearach |
| Inscne: | Comhoideachas |
| PÃ©trÃ©nacht na Scoile: | Caitliceach |
| LÃ©on IomlÃ©in na mBall | 5 |
| Foirne MÃ©nteoireachta: | |
| Rolla Reatha: | 95 |
| Scoil Droichead: | TÃ© |

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a IÃ©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©nteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

The Board of Management of Scoil Mhuire, Ruan wish to appoint a suitable candidate to the position of secretary with part-time hours (15 hours per week)

Key responsibilities of the role are:

General School and Office Administration.

Updating and organisation of school records.

Management of school financial records, daily accounts, invoices, incoming payments and processing outgoing payments.

Use of Aladdin, POD and OLCS.

Procurement resources for schools.

The following are the key skills required:

Proficiency in and Experience in ICT.

High level of proficiency in school accounts desirable.

Strong interpersonal and communication skills.

Strong organisational skills.

Discretion and the ability to keep strict confidentiality.

Flexibility.

This position is subject to Garda vetting and a probationary period.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is féidir iarratais a chur isteach tr

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

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|----------------------|---|
| Uimhir Rolla: | 19442N |
| Cuir Iarratas Chuig: | The Chairperson Scoil Mhuire, Ruan Ennis, Co. Clare. |
| Contae: | An Clár |
| Ceisteanna Chuig: | ruanschool@gmail.com 065)6837301 |
| Suíomh Gráasáin: | https://scoilmhuireruan.ie/ |

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus d'anann IPPN a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Ní féidir an fhaisnéis atá ann a áosláil, a cháipeáil níl a áisid 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 ról IPPN.