

ID FÃ©GRA 131849

RÃ°naÃ

Galway Educate Together NS

Thomas Hynes Rd Newcastle Galway H91 HV07
<https://www.getns.ie>



PRÃ©OMHSHONRAÃ

StÃ¡das: DÃaghnaÃmhaithe
LeibhÃ©al: Bunscoil
DÃ¡ta PostÃ¡ilte: MÃ¡irt Feabh 11 2020
SpriocdhÃ¡ta le haghaidh larratas: MÃ¡irt Feabh 25 2020
DÃ¡ta Tosaithe: CÃ©ad MÃ¡irta 4 2020
StÃ¡das an Phoist: TÃ©arma Seasta
LÃ©on na bhFolÃ©ntas: 1

SONRAÃ SCOILE

CineÃ¡il Scoile: PrÃ©omhshruith le Ranganna Speisialta
StruchtÃ©r na Scoile: Ingearach
Inscne: Comhoideachas
PÃ¡trÃ°nacht na Scoile: Ag Foghlaim Le ChÃ©ile
LÃ©on IomlÃ¡in na mBall 28
Foirne MÃ°inteoireachta:
Rolla Reatha: 382
Scoil Droichead: TÃ¡

SONRAÃ AN PHOIST

Eolas Breise:

Additional Information:

The Board of Management of Galway Educate Together wish to appoint a suitable candidate to the position of school secretary/administrator commencing the 4th March, 2020. The working week will consist of 33 hours over 5 working days: Monday to Friday.

The key responsibilities of this role are as follows:

Act as the first point of contact for all visitors to the school and respond to their enquiries.
Managing school communications: phone, email, Aladdin, newsletters, school website, PA System, social media sites, postage etc.

Updating, file management and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system and filing.

Ongoing management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.

General school administration and office management.

Procurement of resources for identified areas of the school.

Assisting the principal and BOM with the preparation and presentation of school documents and reports.

Assisting with the organising of school events and activities such as :

Junior Infant Booklets

Updating Staff Notice Boards

Collection and counting of monies for various events & activities.

Lodging money to school bank account.

Assisting with collation of invoices, statements, delivery notes in preparation for payment.

Liaising with bank regarding Bank balances, Statements. Cheque book & Lodgement book.

Searching relevant department websites (DES, INTO, IPPN) for recent publications, documents,

application forms etc.
Facilitating the organisation of the school policies and procedures.
Supporting and helping with the organisation of the local and international adult students and volunteers in the school.
Contact person for the organisation of substitute teacher in the school.
Liaise with the bus companies and ancillary staff.
Researching and ordering of school furniture.
Ordering, maintaining and distribution of Art and classroom supplies (pencils, copies, crayons, paint etc).
Assisting in the practicalities of the school enrolment process.

Key skills and competencies
Excellent command of English
A minimum leaving cert standard of education or equivalent
A minimum of 3 years experience in office / secretarial work or related environment
Strong organisational skills
Proven ability to initiate, plan and work on own initiative
Proven ability to work in a team environment with staff
Excellent interpersonal skills
Proficiency in Word Processing, Excel and IT Skills
Experience of Surf accounting package would be desirable but not essential.
Strong interpersonal and communication skills (both written and oral)
Discretion and the ability to maintain strict confidentiality
Experience working in a demanding, busy work environment.
Experience working in a child-centred environment would be desirable but not essential.
The position is subject to current Garda Vetting requirements and a probationary period.

Please submit application in an envelope marked: Secretary/Administrator Application

RIACHTANAIS IARRATAIS

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

Is fídir iarratais a chur isteach trá

- Ráomhphost
- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

Uimhir Rolla:	20000L
Cuir Iarratas Chuig:	Galway Educate Together National School Thomas Hynes Rd Newcastle Galway H91 HV07
Contae:	Gaillimh
Ceisteanna Chuig:	admin@getns.ie (091) 527887
Suíomh Grádasáin:	https://www.getns.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá le haghaidh áisíde ag cuardaitheoir post amháin. Ní fídir an fhaisnéis atá ann a áoslá d'áil, a cháipeáil ná a áisíde chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rár á IPPN.