

ID FÃ©GRA 142054

RÃ©naÃ©

South Abbey NS

Golf Links Road Youghal P36HN47
<https://www.southabbeyns.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	MÃ©irt MFÃ©mh 1 2020
SpriocdhÃ©ta le haghaidh larratas:	Domh MFÃ©mh 20 2020
DÃ©ta Tosaithe:	Luan DFÃ©mh 5 2020
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Eaglais na hÃ©ireann
RangÃ©:	DEIS 2
LÃ©on lomiÃ©n na mBall	26
Foirne MÃ©inteoireachta:	222
Rolla Reatha:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©nach 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:

South Abbey National School is looking for a Secretary with demonstrable expertise in office management and administration to work in our school. The suitable candidate will be an integral part of our school community and will manage the school office in a welcoming, professional and discrete manner while upholding our school ethos.

The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection Training.

School hours are 8.30am â?? 2.10pm. The post will be c.30 hours per week.

Management of office including but not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below.

Organising, maintaining and updating school databases and filing systems.

Managing school correspondence.

Maintenance of all school supplies.

Maintenance and filing of all documentation.

Maintenance of School Accounts via School Accounting Software.

Online Banking, lodging cash & recording all income & expenditure.

Maintaining records of all leave taken by school staff.

Co-ordination internal communications (post, telephone messages, email, etc.).

Liaison with representatives of service providers, suppliers, school users and visitors.

Working in close co-operation with the Principal and teaching staff and performing work requested by them.
Carrying out other duties assigned by the Principal and related to the post of School Secretary.
Desirable Skills/Knowledge:
Excellent interpersonal and organisational skills.
Excellent communication skills (both verbal and written).
Excellent typing/IT skills.
The candidate will need to be highly confidential in all areas of their work and be GDPR Compliant.
Ability to plan and work efficiently and on own initiative, working to deadline and showing flexibility consistent with the nature of the job.
A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint), with ability to learn new applications.
Experience of operating database platforms such as or similar to the Online Claim System (OLSC), Pupil Online Database (POD) & School Accounting Software.
Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements, BOI online Banking, Payroll & ROS.

RIACHTANAIS IARRATAIS

- CV (Ceangailte)
- Litir Iarratais
- RÁiteoir (ainm, rÁ, uimhir theagmhÁla.)
- CÁip de Theastais, DioplÁma, CÁimeanna

Is fÁidir iarratais a chur isteach trÁ

- RÁomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	10724B
Cuir Iarratas Chuig:	southabbeysecretarypost@gmail.com
	Applications by email marked for the attention of: Mr Billy Baker Chairperson BOM
Contae:	Corcaigh
Ceisteanna Chuig:	southabbeysecretarypost@gmail.com 024 91060
SuÁomh GrÁasÁin:	https://www.southabbeyns.ie

Is ag IPPN atÁ an cÁipcheart i dtaca leis an fhaisnÁis san fhÁgra seo agus dÁanann IPPN Á a cheadÁnÁ le haghaidh ÁsÁjide ag cuardaitheoirÁ post amhÁin. NÁ fÁidir an fhaisnÁis atÁ ann a ÁoslÁdÁil, a chÁipeÁil nÁ a ÁsÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ ar shuÁomhanna grÁasÁin earcaÁochta agus fÁgraÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁil roimh rÁ Á IPPN.